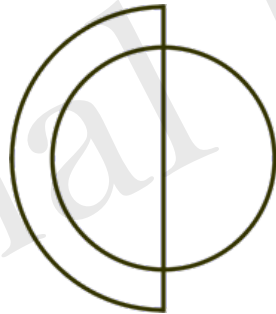


Service Manual



**Co-Anon Family
Groups®**

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Final Draft

PREFACE

This manual is intended to provide guidance for participation in a spiritual program of recovery. Except for Co-Anon Family Groups World Service Conference Charter and the Bylaws of Co-Anon Family Group Services, Inc., legal matters dealing with logos and the name (Co-Anon Family Groups) and procedures for elections and participation at the world service conference, this manual provides suggestions that may be helpful. Decisions by individuals, groups, districts and areas should be considered within the context of our twelve steps, traditions and concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle, if you have any questions or concerns about the contents of this manual, please contact the Co-Anon Family Groups World Service Board.

The message of Co-Anon Family Group is a simple one. It is the story of HOPE!!

To Contact Co-Anon Family Groups:

Co-Anon Family Groups
PO Box 3664
Gilbert, AZ 85299
Website: <http://co-anon.org>
E-mail: info@coanon.org
Phone: (480) 442-3869

Please leave your name and a brief message and someone will contact you as soon as possible. All contacts are strictly confidential. Co-Anon Family Groups are not affiliated with, nor funded by, any government agency or other outside institution.

DEFINITION OF CO-ANON FAMILY GROUPS

What is Co-Anon?

Co-Anon Family Groups are a fellowship of men and women who are husbands, wives, parents, relatives, or close friends of someone who is addicted to cocaine and all other mind-altering substances. If you are seeking a solution to a problem that comes from living with a practicing or recovering addict, we at Co-Anon are here to help you.

-definition is found in our fellowship's literature copyright 2006

Our Program, which is not a religious one but a spiritual way of life, is based on the Twelve Steps and Twelve Traditions adapted from Cocaine Anonymous. We have found that the practice of these Steps will bring a solution to practically any problem. We urge you to take this program and its Twelve Steps seriously. It has been as helpful to us as the Cocaine Anonymous Program has been to the addict. We only ask for the wisdom and courage to see ourselves as we really are, to do something about ourselves with the help of a Higher Power, as we understand this, and for the grace to release our addicts with love and stop trying to change them.

-suggested Co-Anon meeting format revised 2018

OUR HISTORY

The story of our history has evolved through two very great needs and desires. We, family and friends, wanted desperately to understand and help the person close to us who was addicted to cocaine and all other mind-altering substances. More importantly, we sought for ourselves a new approach for living.

We wanted to examine the emotions, behaviors and thinking that were present in our lives, whether the addict was using or not. Like the addict, we sought a Program of recovery and growth. We wanted to regain the ability to think clearly about our everyday problems, family relationships and our own behaviors. We had hoped to find an easier way to reduce our own fears and the doubts that had become a part of our lives as a result of having someone in our lives who was addicted to cocaine and all other mind-altering substances.

It was important that we faced the fact that we were powerless over cocaine and all other mind-altering substances. We found the desire to honestly and humbly deal with these problems.

Finally, we determined how important it was to share our experiences and encourage others who turn to us to do the same.

In early 1984, family and friends gathered together as we realized that we had a common problem, whether the addict was using or not. We sought answers to the questions that had eluded us. One was that we needed a deeper understanding of what the disease of addiction had done to the ones we cared so deeply about and, of course, a more difficult problem. More challenging was understanding – what the disease of addiction was and how it affected us, the family and friends. Moreover, what could be done to restore a sense of sanity to our homes and lives? In the early days, the friends and family of those addicted to cocaine and all other mind-altering substances gathered together to share our problems, support each other in times of need, and welcomed others. This was how the foundation of the present day Co-Anon Family Groups came to be. The idea of family and friends gathering together did not keep pace with the growth of Cocaine Anonymous, and almost got lost along the way. The underlying problem of family and friends of the addict persisted. Through the Fellowship of Cocaine Anonymous, family and friends realized that working the Twelve Steps and Twelve Traditions of recovery worked for us too. After much consultation and communication, unity began to develop. The Co-Anon Family Groups purpose was clearer. Literature for the Co-Anon Family Group was non-existent, prompting us to write some. We agreed that the Twelve Steps and the Twelve Traditions of Cocaine Anonymous worked for the addict, and that they were the principles by which the family and friends would strive to conduct our lives as well.

ANONYMITY STATEMENT

“The experiences of our Groups suggest that the principles of anonymity – summed up in Tradition 12 as “the spiritual foundation of all our traditions” – govern anonymity with our *Co-Anon Family Groups* Fellowship. How a person chooses to identify themselves – either by first name, pseudonym, or full name, is not subject to criticism. We guard the anonymity of everyone within the Fellowship. This means not revealing to anyone, even relatives, friends or other members – who we see and what we hear at a meeting.

STRUCTURE OF CO-ANON FAMILY GROUPS

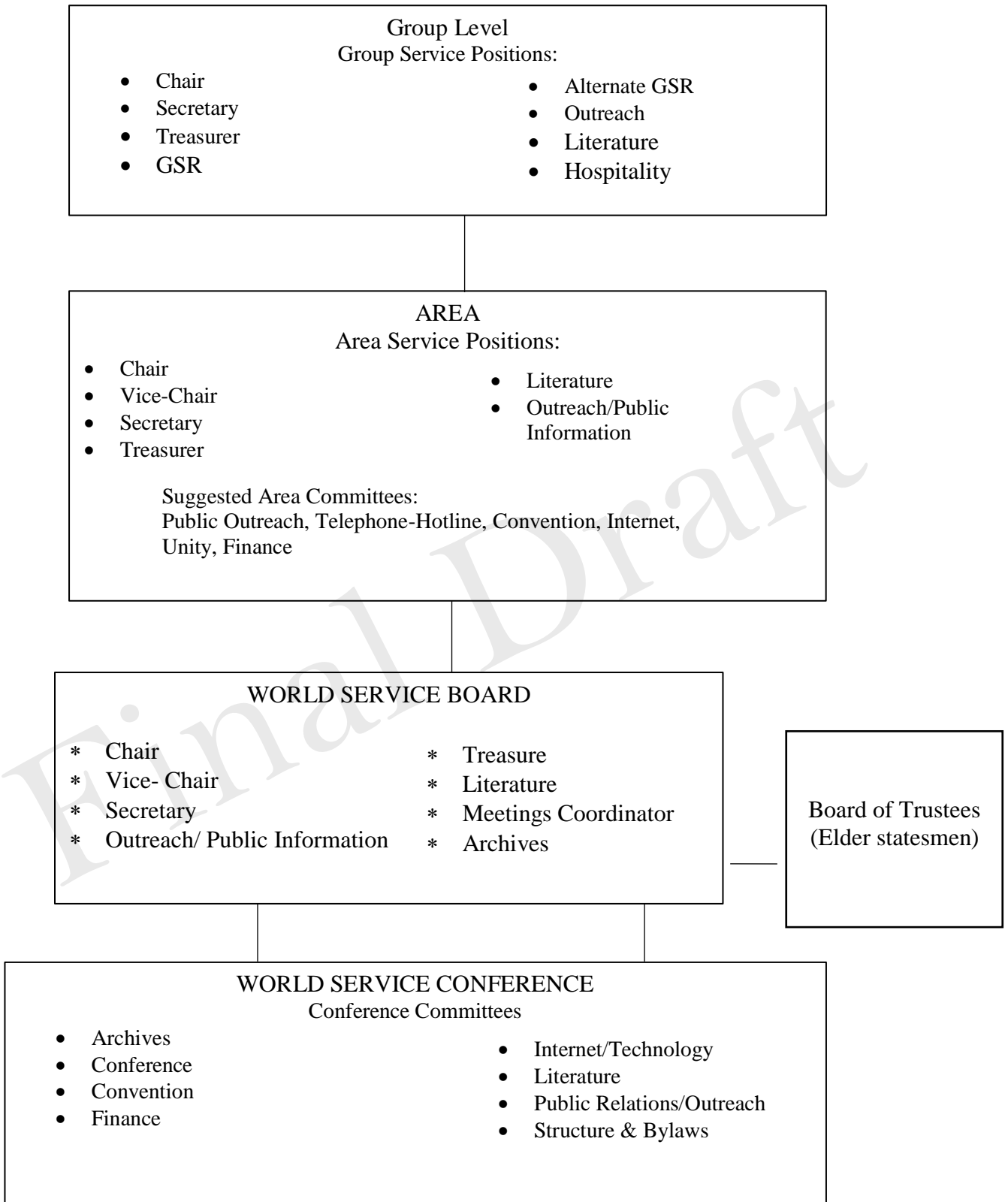
Co-Anon Family Groups is not organized in the formal or political sense. There are no governing officers, no rules or regulations, no dues or fees.

The keystone of Co-Anon Structure is the Membership. The basic unit of the Co-Anon Family Group consists of two or more individuals coming together for mutual help to share their experience, strength and hope. A single unit of a Co-Anon Family Group is the local group, which is autonomous – except in matters affecting other Groups or Co-Anon Family Groups as a whole. These groups have but one purpose: to carry the message of hope and personal recovery to family members and friends of someone who is addicted to cocaine and all other mind-altering substances. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves.

The group's operations are the responsibility of the set of trusted servants elected by its members. However, the need for service to the family and friends of those addicted to cocaine and all other mind-altering substances is important to the Fellowship. The main governing body for the Co-Anon Family Groups is the Co-Anon Family Group World Service Board Members. It is the responsibility of the Board Members to serve as custodians of the Co-Anon Traditions and interpreters of the policies that affect the membership as a whole.

Co-Anon Family Groups/Co-Anon World Service Organization Board meet annually and provide a link between the groups, regions and membership.

The spirit of rotation is consistent and is followed whenever possible in all Co-Anon Family Group Service positions.



SERENITY PRAYER

**God, grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
and wisdom to know the difference.**

We conclude our meetings with the Serenity Prayer. This became the closing pattern when our early members suggested we share in this tradition. – November 1989

STATEMENT OF PURPOSE

The Co-Anon Family Groups have but one purpose – to carry the message of hope and personal recovery to family members and friends of someone who is addicted to cocaine and all other mind-altering substances. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves, by understanding addiction and by welcoming and giving comfort to the family and friends of addicts, whether the addict is using or not. It is through this fellowship that we lessen our emotional despair by sharing our experience, strength and hope with others.

PREAMBLE

Co-Anon Family Groups are a fellowship of men and women who are husbands, wives, parents, or close friends of someone who is addicted to cocaine and all other mind-altering substances. If you are seeking a solution to the problems that come from living with a practicing or recovering addict, we at Co-Anon are here to help you.

The Co-Anon Family Group is primarily for you, who know or have known the feeling of desperation concerning the problem of addiction in someone who is very near to you. We have traveled that unhappy road, too. We found the answer in serenity and peace of mind whether the addict is still using or not.

Our program, which is not a religious one, but a spiritual way of life, is based on the Twelve Steps and Twelve Traditions adapted from Cocaine Anonymous. A Co-Anon Family Group is not allied with any sect, denomination, political entity, organization or institution. We do not engage in any controversy, neither endorse nor oppose any cause. There are no dues for membership. Co-Anon Family Groups are fully self-supporting through their own contributions.

Co-Anon Family Groups have but one purpose, to help the family member and friends of someone who is addicted to cocaine and all other mind-altering substances. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves, by understanding addiction and carrying the message of hope and personal recovery whether the addict is using or not. It is through this fellowship that we lessen our emotional despair by sharing our experience, strength and hope with others.

adapted from the suggested preamble of the Twelve Steps of Al-Anon

modified using the Co-Anon suggested passages/ Revised April 2009

STATEMENT OF POLICY

Who can use the Co-Anon Family Groups name, the symbol and the future variations of the logo?

1. Co-Anon Family Groups, “Group Meeting” as described for the function of organizing and operating a regularly scheduled Co-Anon meeting. A Co-Anon Group may not use the name, letters or logo for any other purpose (including but not limited to dances, conventions, memorabilia and/or fundraising events) without prior written consent of the World Service Office and/or Area Chairperson after a vote taken by the Area Service Committee. ^{[[L]]}_{[[SEP]]}
2. Co-Anon Family Groups, Area, and subsequent committees.
3. On publications such as flyers, newsletters, directories, the following disclaimer should be used: “In the spirit of Tradition Six, Co-Anon is not allied with any sect, denomination, politics, organization or institution.” Flyers must also include a pull date which is the date the event will occur.
4. Any media (printed, electronic, or otherwise) to be made available by the group, area, or to the fellowship, shall have prior approval from the respective service body. ^{[[L]]}_{[[SEP]]}
5. The service body granting the use of the Co-Anon Family Groups logo shall be responsible for ensuring that the proper Co-Anon Family Group, with applicable trademarks as shown below, is used on printed materials and memorabilia.

No other individual or entity may use the name *Co-Anon Family Groups*, the block letters *Co-Anon Family Groups*, the official *Co-Anon Family Groups Logo** (hereinafter “logo”), future variations of the logo, or literature.

CO-ANON FAMILY GROUPS LOGO

“All rights reserved. No part of any publications may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), without the prior written permission of Co-Anon Family Groups.”

At the Co-Anon Family Groups World Service Business Meeting May 2004, it was motioned, voted and unanimously approved that the use of the dragonfly be used in relations to the Co-Anon Family Groups program of personal recovery.

Dragonfly:

Symbolizes change, transformation, swiftness, seeing the truth in situations, breaking down illusions, the power of light, the power to escape a blow and mastery of life on the wing.

Logo:

The logo must be used in its entirety as shown below. The official logo includes the symbol and the text “*Co-Anon Family Groups*”.

As registered with the US Patent and Trademark Office:



**Co-Anon Family
Groups®**

This logo must appear on all written material that is printed by permission of the Co-Anon Family Groups World Service Board. No other text or design element may touch, overlap, show through or be visible behind the logo other than a solid color.

COPYRIGHT

All Conference Approved Literature must contain the copyright visible period. All rights reserved.

Generally, Co-Anon Family Groups World Service office does not grant permission for reprinting literature. Co-Anon Family Groups, individual groups, meetings and service

committees should only use, display, distribute or sell the literature and materials. Conference Approved Literature is listed below.

On an individual basis, one does not need permission to use excerpts in Co-Anon Family Groups newsletters as long as proper credit is given to the source. Reprint permission is only necessary when directly quoting from copy righted material and placing it in your publication. Respect and courtesy would dictate acknowledging all copyrighted materials, including quotes. When using quotes from approved sources, it is important to provide the source materials title and page number whenever possible. If one does not know the source of the quote, please acknowledge the source as unknown so as to not imply these words to be original or one's own.

THE RELATIONSHIP BETWEEN CO-ANON FAMILY GROUPS AND COCAINE ANONYMOUS

The fellowships of Co-Anon Family Groups, and Cocaine Anonymous have a unique and special relationship. Although separate entities, they are closely allied in their origins; they are mutually and naturally drawn together.

Co-Anon Family Groups desire to maintain cooperation with Cocaine Anonymous in thought, action and spirit. As guided by our Sixth Tradition, cooperation does not in any way result in affiliation, outright or implied. *Conference approved May 2006*

PUBLIC INFORMATION AND MEDIA GUIDELINE

Traditionally, Co-Anon Family Group members have always taken care to preserve their anonymity at the public level; press, radio, television and films. We know from experience that many people who seek a solution to the problems that come from living with a practicing or recovering addict might hesitate to turn to Co-Anon Family Groups for help. Newcomers should be able to seek help with the complete assurance that their identities will not be disclosed to anyone outside the fellowship.

Co-Anon Family Groups are grateful to all media for their assistance in strengthening and observing the Tradition of Anonymity. Periodically, the Co-Anon Family Groups World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it. *~adapted from CA World Service Manual 2003*

THE TWELVE STEPS

These Steps are used by members of COCAINE ANONYMOUS to achieve sobriety and spiritual growth. They were adopted by the Co-Anon Family Groups for the enlightenment and guidance of its members.

1. We admitted we were powerless over cocaine and all other mind-altering substances – that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, *as* we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such persons wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for the knowledge of his will and the power to carry that out.
12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to others, and practice these principles in all our affairs.

The Twelve Steps are reprinted and adapted with permission of Cocaine Anonymous and Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that CA or AA is affiliated with this program. AA is a program of recovery from alcoholism. The use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply affiliation.

The Twelve Steps of Cocaine Anonymous:

1. We admitted we were powerless over cocaine and all other mind -altering substances- that our lives had become unmanageable. 2. Came to believe that a power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted

to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked him to remove our shortcomings. 8. Made a list of all persons we had harmed and became willing to make amends to them all. 9. Made direct amends to such persons wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong, promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for the knowledge of his will and the power to carry that out. 12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to addicts, and practice these principles in all our affairs.

The Twelve Steps of Alcoholics Anonymous:

1. We admitted we were powerless over alcohol- that our lives had become unmanageable. 2. Came to believe that a power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked him to remove our shortcomings. 8. Made a list of all persons we had harmed and became willing to make amends to them all. 9. Made direct amends to such persons wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong, promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for the knowledge of his will and the power to carry that out. 12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to alcoholics, and practice these principles in all our affairs.

THE TWELVE TRADITIONS

Our group experience suggests that the unity of Co-Anon Family Groups depends on our adherence to these Traditions.

1. Our common welfare should come first; personal recovery depends on Co-Anon unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants-- they do not govern.
3. The only requirement for membership is that there is a problem with cocaine and all other mind-altering substances in a relative or friend. The relatives and friends of such, when gathered together for mutual help, may call themselves a Co-Anon Family Group, provided that, as a group, they have no other affiliation.
4. Each group should be autonomous, except in matters affecting another group, Co-Anon or Cocaine Anonymous as a whole.
5. Each Co-Anon Family Group has but one purpose: to help the family of addicts. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves, by understanding addiction, and by carrying the message of hope and personal recovery to the family and friends of someone addicted to cocaine and all other mind-altering substances.
6. Our Co-Anon Family Groups ought never endorse, finance or lend **our** name to any outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose. Although a separate entity, we should always cooperate with Cocaine Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Co-Anon Family Groups should remain forever non-professional, but our service centers may employ special workers.
9. Co-Anon Family Groups, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Co-Anon Family Groups have no opinions on outside issues: hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, TV, films, internet technology and social media. We need to guard with special care the anonymity of all Cocaine Anonymous members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

The Twelve Steps are reprinted and adapted with permission of Cocaine Anonymous and Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that CA or AA is affiliated with this program. AA is a program of recovery from alcoholism. The use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply affiliation.

The Twelve Traditions of Cocaine Anonymous:

1. Our common welfare should come first; personal recovery depends on C.A. unity. 2. For our group purpose there is but one ultimate authority ~ a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern 3. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. 4. Each group should be autonomous, except in matters affecting other groups or C.A. as a whole. 5. Each group has but one purpose~ to carry its message to the addict who still suffers. 6. A C.A. group ought never endorse, finance or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose. 7. Every C.A. group ought to be fully self-supporting, declining outside contributions. 8. Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers. 9. C.A., as such ought never be organized, but we may create service boards or committees directly responsible to those they serve. 10. Cocaine Anonymous has no opinion on outside issues; hence the C.A name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principals before personalities.

The Twelve Traditions of Alcoholics Anonymous:

1. Our common welfare should come first; personal recovery depends on A.A. unity. 2. For our group purpose there is but one ultimate authority ~ a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern 3. The only requirement for A.A. membership is a desire to stop drinking. 4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole. 5. Each group has but one purpose~ to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose. 7. Every AA. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers. 9. A.A., as such ought never be organized, but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the C.A name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principals before personalities.

THE TWELVE CONCEPTS

As Co-Anon Family Groups grow and prosper and the service structure expands, the World Service Board Members encompass the roles set forth in the Cocaine Anonymous World Service Conference structuring. Currently the Co-Anon Family Groups World Service Board Members act as the World Service Conference (WSC) of Co-Anon Family Groups.

1. The final responsibility and the ultimate authority for Co-Anon Family Groups World Services should always reside in the collective conscience of our whole Fellowship.
2. The Co-Anon Family Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the World Service Conference – excepting for any change in the Twelve Traditions – the actual voice and effective conscious of our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relationship between the Groups, the World Service Conference, the World Service Board of Trustees and its service cooperation, staffs and committees and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with the traditional quote *Right of Decision*.
4. Throughout our conference structure, we ought to maintain all responsible levels of traditional “*Right of Participation*”, taking care that each classification or group of world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our Conference structure, a traditional “*Right of Appeal*” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievance will be carefully considered.
6. On behalf of Co-Anon Family Groups, our World Service Conference has the principal responsibility for the maintenance of our world services and traditionally has the final decision respecting large matters of general policy and finance. But the World Service Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the World Service Conference when they act among themselves as the World Service Board of Co-Anon Family Groups.
7. The World Service Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the World Service affairs of Co-Anon Family Groups. It is further understood that the World Service Conference Charter itself is not a legal

document; that it relies instead upon the tradition and the power in the Co-Anon Family Groups purse for its final effectiveness.

8. The Trustees of the World Service Conference act in two primary capacities: (a) with respect to larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) With respect to our separately incorporated and constantly active services, the relationship of the Trustees is mainly that of custodial oversight which is exercised through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them, are indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined, whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While the Trustees hold final responsibility for Co-Anon Family Groups World Service administration, they should always have the assistance of the best possible standing committees and the service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staff and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference – in all its proceedings, the World Service Conference shall observe the spirit of Co-Anon Family Groups Traditions, taking great care that the World Service Conference never becomes a seat of perilous wealth and power; that sufficient operating funds and an ample reserve are maintained; that prudent financial principles be followed; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity; that no World Service Conference action ever be personally punitive or an incitement to public controversy; that the World Service Conference may act for the service of Co-Anon Family Groups, it shall never perform any acts of government; and that, like the Fellowship of Co-Anon Family Groups which it serves, the World Service Conference itself will always remain democratic in thought and action.

The Twelve Concepts are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. AA is a program of recovery from alcoholism. Use of the concepts in connection with program and activities, which are patterned after A.A. but which addresses other problems, does not imply otherwise.

The Twelve Concepts of Alcoholics Anonymous:

1. The final responsibility and the ultimate authority for A.A. World Services should always reside in the collective conscious of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the actual voice and effective conscious of our whole society in its world affairs. 3. To ensure effective leadership, we should endow each element of A.A., the Conference, the General Service Board and its Service Corporation, staffs, committees, and executives with the traditional "Right of Decision". 4. At all responsible levels, we ought to maintain a traditional "Right of Participation", allowing a voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that the minority opinion will be heard and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and the active responsibility in most world service matters should be exercised primarily by the trustee members of the conference when acting as the General Service Board. 7. The Charter and the Bylaws of the General Service Board are legal instruments; empowering the Trustees to manage and conduct all of the world service affairs. The Conference Charter itself is not a legal document; it relies upon tradition and the A.A. purse for its final effectiveness. 8. The trustees are the principle planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. 10. Every Service responsibility should be matched by an equal service authority ~ the scope of such authority always well defined. 11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications induction procedures, rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of A.A. Traditions, taking care that it never becomes a seat of perilous wealth and power; that the sufficient operating funds and reserves be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible, by substantial unanimity; that its action never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

CO-ANON FAMILY GROUP MEETING

The keystone Co-Anon Family Group structure is the Membership. The basic unit of the Co-Anon Family Group is a meeting. Each group has but one purpose: *“to help the family members and friends of someone who is addicted to cocaine or all other mind-altering substances.”*

A meeting is two or more people gathered together to share their experience, strength and hope with each other. A meeting may call itself a Co-Anon Family Group when:

- * Its primary purpose is to help the family members and friends of someone who is addicted to cocaine and all other mind-altering substances.
- * The only requirement for membership is that there is a problem with cocaine and all other mind-altering substances in a family member or friend.
- * It is fully self-supporting.
- * It has no outside affiliation.
- * Its public relations policy is based on attraction rather than promotion.
- * It has no opinions on outside issues.

The Group’s total responsibility is best expressed by the First Tradition which states: *“Our common welfare should come first. Personal recovery depends upon Co-Anon unity.”*

Most meetings follow a set format, although distinctive variations have developed. A leader describes the Co-Anon Family Groups briefly for the benefit of newcomers, and then turns the meeting over to a speaker or to group participation. For example: A *“speaker meeting”* involves one or more speakers, who relate their personal histories, and may give their personal interpretation of the Co-Anon Family Groups Program. An *“open discussion or topic meeting”* involves individuals voluntarily sharing their thoughts and feelings.

During the meeting, there is usually time for Co-Anon Family Group related announcements. The Group’s next responsibility is best expressed by the Seventh Tradition: *“Each group is fully self-supporting through its own contributions”*. Passing the basket, or a collection, is taken to cover rent, literature, other group expenses and forwarding contributions to the Co-Anon Family Groups World Service Office following the 7th Tradition.

“The experiences of our groups suggest that the principles of anonymity – summed up in Tradition 12 as *“the spiritual foundation of all our traditions”* – govern anonymity with our Co-Anon Family Groups Fellowship.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the Recovery Program in their own terms, but no individual can speak for the local Group or Co-Anon Family Groups as a whole.

Closed Meetings – are for all Co-Anon Family Group. Closed meetings are for those who identify themselves as a person whose life is or has been deeply affected by someone who is addicted to cocaine and all other mind-altering substances, whether they are a practicing or recovering.

Open Meetings – may be attended by anyone interested in Co-Anon Family Groups.

SUGGESTED TYPES OF MEETINGS:

Below are suggestions for different meeting formats. The recommended lengths for the meeting types are 1 – 1.5 hours and the group conscience may determine or change the length and type of the meeting.

Open Discussion/Topic Meeting – This meeting involves individuals voluntarily sharing their thoughts and feelings. Open sharing may include the slogans, tools, Principles of the Program, or a related topic. It may be suggested that the “leader” prepare or present a topic, to help members focus their thoughts on the discussion as it applies to them. The “leader” shares their experience, strength and hope on the topic and then the meeting is opened up for others to share.

Step Study Meeting – Select someone to read from one or more of the conference approved pieces of literature on The Step to be studied. Participants may share their experience and growth on working The Step. Through experience, we have found that having a Step Study once a month and taking The Steps one at a time on a rotating basis is enormously beneficial to members’ commitment to working the Program and the Steps of Recovery. “Leaders” do not necessarily have to have formally “worked” the Step being studied – progress rather than perfection is the idea. This can also include the Traditions. Allow a few minutes at the end for sharing and time for newcomers to ask questions.

Speaker Meeting – This meeting involves one or more speakers who relate their personal histories. They may give their experience of how they work the program. Ask someone to share his/her story, suggest to them that they include what life was like before the Program, how they came into the Program, and how they use the Program in their life now. The “leader” may introduce the speaker and then if there is time remaining, the meeting may be opened up for others to share or ask questions.

Book Study Meeting – Choose something from one of the Conference Approved books and read from it. Open the meeting for sharing about what was read. The “leader” guides you to where you left off in the book, and prompts sharing. This meeting opens a greater understanding as others share about what was read. Experience has shown us that studying from the “Big Book of Alcoholics Anonymous” gives family and friends insight into the book that started it all.

Grab Bag Meeting – The group writes a variety of slogans and phrases on paper and puts them in a container. The container is passed around the room and each member has an opportunity to pull a piece of paper from the container. They then read and share on what they read.

Combo Meeting – In this meeting you have a different format each week, which is then repeated every month. Example: Week 1 Speaker Meeting, Week 2 Step Study Meeting, Week 3 Open Topic Meeting, Week 4 Grab Bag Meeting.

Birthday Meeting – This is a meeting that is designed to recognize and celebrate a member’s time in recovery. Members share their gratitude for the Program or their Recovery. It is suggested that this meeting be done as an alternative to, or in addition to one of the meetings listed above. This could be done on a regular basis ~ like once a month/once a quarter/or once a year.

SUGGESTED MEETING FORMAT

Welcome to the _____ Co-Anon Family Groups meeting. My name is _____ and I will be leading our meeting today/tonight. Please silence all cell phones or set them to vibrate.

Would you help me open this meeting with a moment of silence, followed by the Serenity Prayer?

Serenity Prayer: God, Grant me the serenity To Accept the things I cannot change, Courage to change the things I can And Wisdom to know the difference.

Co-Anon Family Groups is primarily for you who know or have known the feeling of desperation when there is a problem of addiction to cocaine and all other mind-altering substances in someone very near to you. We have traveled that unhappy road, too. We found the answer in serenity and peace of mind, whether the addict is still using or not.

Is there anyone here for their first Co-Anon meeting? If so, please give us your first name only so we may get to know you better after the meeting. (Please see me after the meeting for a welcome packet and to answer any question you may have).

Our Program, which is not a religious one but a spiritual way of life, is based on the Twelve Steps and Twelve Traditions adapted from Cocaine Anonymous. We have found that the practice of these Steps will bring a solution to practically any problem. We urge you to take this program and its Twelve Steps seriously. It has been as helpful to us as the Cocaine Anonymous Program has been to the addict. We only ask for the wisdom and courage to see ourselves as we really are, to do something about ourselves with the help of a Higher Power, as we understand this, and for the grace to release our addicts with love and stop trying to change them.

With the understanding that addiction is a disease, and the realization that we are powerless over it, we are ready to do something useful and constructive with our own lives. In Co-Anon, we share our experience, strength, and hope because it helps us to focus on ourselves and our recovery. Then, and only then, can we be of any help to others.

We will now go around the room and introduce ourselves by first names only.

- I've asked a friend to read the **Twelve Steps**.
- I've asked a friend to read **An Honest Look At Ourselves**.
- Are there any Co-Anon related announcements?
- Are there any non-Co-Anon related announcements?

If you are a member of another twelve-step program we welcome you and ask that you honor your anonymity and instead, share from your experience of being a relative or friend of an addict. Keep in mind there is no cross talk. This means that we may not answer your direct questions and may not make remarks while someone is sharing. We believe that each person

gains strength from listening to others as they share their experience, strength and hope. We encourage newcomers and visitors to share on the topic or anything that's in their hearts today/tonight.

(The "leader" introduces the topic/speaker/step for the meeting) Examples:

Topic Discussion Meeting – Today, _____ will read and then share his/her experience, strength and hope on the topic for approximately 5 - 10 minutes and then open it up for sharing by the group.

Speaker Meeting – I have asked _____ to share his/her experience strength and hope with us for 15-20 minutes. After the speaker, we will open the meeting up for discussion on the topic chosen. Please help me welcome _____.

.....
(Read 5 minutes before closing the meeting)
.....

We now will observe the 7th Tradition which states that "Every Group ought to be fully self-supporting, declining outside contributions." The basket will be passed for voluntary contributions. Visitors and newcomers need not contribute

.....

- I've asked a friend to read the **Do's and Don'ts**

If you're willing to be a sponsor, please raise your hand. If you need a sponsor, please see one of these people after the meeting.

As we close the meeting, please remember there are no absolutes here. Each person's journey is his or her own to discover. Many of us have felt the way you may feel and have done the things you've done. Some of us may have even felt resentful that we ended up here. You may wonder if you are in the right place or if this is for you. We encourage you to keep coming back. We have found hope; this is a safe place. We may look different on the outside, but one way or another we have all been affected by the family disease of addiction. You don't have to do this alone.

If you have questions or want to talk, please stay after the meeting. Will all who would like, please join me in the _____ prayer. (The person leading the meeting picks the prayer.)

CO-ANON FAMILY GROUPS CONFERENCE APPROVED LITERATURE

- How to Start a Co-Anon Meeting
- 12 Steps and 12 Traditions of Co-Anon Family Groups
- An Honest Look at Ourselves
- What is Co-Anon?
- Is Co-Anon for You?
- To the Co-Anon Newcomer
- An Anthology of Denial
- The Mother and Father of the Cocaine Addict
- Do's and Dont's
- 12 Promises from Alcoholics Anonymous
- About Addiction
- The Three Obstacles to Success in Co-Anon
- Sponsorship
- Enabling
- Getting Into Action
- Why Boundaries?
- Co-Anon and Professionals

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CO-ANON FAMILY GROUPS CONFERENCE APPROVED BOOKS

- Alcoholics Anonymous (The Big Book)
- Al-Anon's Courage to Change
- Al-Anon's Paths To Recovery Paths - Al-Anon's Steps, Traditions, and Concepts
- Al-Anon's How It Works for Families & Friends of Alcoholics
- Al-Anon's One Day At A Time In Al-Anon

Contained in this listing is the current list of World Service Conference approved books, pamphlets and materials. In addition, the World Service Conference included the following Advisory Opinion reflecting changes in May 2005:

Advisory: The “Big Book of Alcoholics Anonymous” is one of our most valuable tools of recovery. As such, it is the opinion of Co-Anon Family Groups World Service Board that meetings should be allowed to have this book available to support members in their recovery.

The above conference approved literature is valuable tool to refer to for guidance and reading for a roadmap of recovery. It is the opinion of Co-Anon Family Groups World Service Board that meetings should be allowed to have this book available to support members in their recovery.

What the above quite clearly means is that we do not own these books and they are not ours to change. These books are loaned to us for our use in our recovery by Alcoholics Anonymous and Al-Anon. For that, we are truly grateful.

FINANCES – GENERAL GUIDELINES

- Trusted servants elected to handle money should be chosen with care.
- Checking accounts could require two signatures per check with two or more authorized signers who are able to have access to the banking system. This will lay the foundation in accordance with a dual-handling system.
- The treasurer shall report income and expenses on a regular basis (weekly, monthly, bimonthly, quarterly).
- Checks should not be pre-signed.
- Standard accounting procedures should be utilized to record all income and expenses.
- A finance/spending committee may be established to monitor and approve budgets and expenditures.
- Receipts and/or invoices should be maintained for all expenditures.
- Financial documents should be retained for a minimum of 7 years.
- Funds maintained in general accounts should be limited to two or three months of operating expenses. All non-committed funds over and above are passed on as a contribution to the World Service Office in accordance with a 70/30 plan.

The purpose of reserved funds or a *Prudent Reserve* is to set aside enough funds to ensure the continuation of essential services in the event of severe economic recession. Our tradition of being self-supporting suggests that the expenses for the Group be met first. Remaining funds are passed on to support Area, WSO and the Co-Anon Family Groups World Service structure.

How Does A Group Estimate The Prudent Reserve?

Experience has shown that 2-3 months' worth of expenses is enough to cover the lean times. The following table is provided to help figure your meetings' prudent reserve:

1. Rent (month)	\$	1. Rent (month)	\$ 80.00
2. Literature	\$	2. Literature	\$ 25.00
3. Coffee or supplies per month	\$	3. Coffee or supplies per month	\$ 20.00
Monthly Expenses <i>Add lines 1, 2, and 3 together</i>	\$	Monthly Expenses <i>Add lines 1, 2, and 3 together</i>	\$ 125.00
Prudent Reserve <i>Double line 4</i>	\$	Prudent Reserve <i>Double line 4</i>	\$ 250.00

WORKING THE TRADITIONS

Tradition 7: *Every Group ought to be self-supporting, declining outside contributions.*

There are no dues for membership. Because we accept no outside funding, we ask that you participate in supporting your Group, Area (where applicable), as well as the World Service Office, contributing what you can.

With sufficient contributions, we are able to support the family and friends of those addicted to cocaine and all other mind-altering substances.

The World Service Office may launch a 7th Tradition appeal letter to all Groups. This is a special specific appeal to each group to cover expenses including, but not limited to, literature, information for Newcomers, and other Public Outreach projects.

Financial support is only part of the process. You can support your Group, Area and the World Service Office through financial participation as well as service work.

Direct Contributions

At any time during the year, an individual may contribute directly to World Service Office indicating their membership. Since Co-Anon Family Group are fully self-supporting, the limit on an individual contribution to World Service is \$5,000 per year.

Memorials

Any Co-Anon Family Group Member may contribute to the World Service Office in Memory of anyone who is deceased. (See Direct Contributions)

Group Contributions to Local Area and World Service

It is suggested to donate 70% to the groups local Area and 30% to the World Service Office after the groups monthly expenditures and prudent reserve is fulfilled. (see Group Estimate the Prudent Reserve).

Co-Anon Conventions

The funds derived in excess of the actual expenditures from Co-Anon Convention are distributed as follows: one-half is passed on to the next year's convention committee as seed money and one-half passed to the World Service Office.

Co-Anon Family Groups World Services depends on financial support by individual members and Groups. They use your contributions as efficiently as possible to maximize essential services to the family and friends of those addicted to cocaine and all other mind-altering substances. Whether you can only give a one-time contribution, or contribute on a regular basis, you help us serve the needs of the Fellowship and reach out even more to those in need of hope and personal recovery.

TRUSTED SERVANTS AT THE GROUP LEVEL

Tradition 2: *“For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants-- they do not govern.”*

Co-Anon Family Groups may create such service positions as they deem necessary to carry on the functions with such job duties and program requirements, as they feel appropriate. Whenever appropriate, these positions may be combined or added to.

Description Of A Home Group

A Co-Anon Family Home Group may be described as a meeting a member is committed to attend regularly. The Home Group provides an opportunity to connect with others and to be of service. Experience shows a Home Group is one of the vital components of your recovery. In a Home Group, members can participate in the home group business meeting and are able to cast their vote as a part of the group conscience.

Voting In New Positions At A Group Level

During group business meeting;

- * Nomination of open positions to be made by a group member and seconded by another home member.
- * Chair confirms with candidate they are willing and able to serve as a trusted servant at the group level.
- * Candidate qualifies him/herself for the position to the group.
- * If multiple candidates are nominated for the positions, after all nominees have qualified themselves, they step out of the room and the group members vote by show of hand.
- * The majority vote elects the candidate to fulfill the position.
- * After the candidate is elected, all nominees return to the group meeting and are informed by the chair who was elected.

The suggested positions at the GROUP level may include, but are not limited to:

<i>CHAIR</i>	<i>GROUP SERVICE REPRESENTATIVE</i>
<i>SECRETARY</i>	<i>TREASURER</i>
<i>LITERATURE</i>	<i>HOSPITALITY</i>

Home Group Service Position Descriptions & Qualifications

Position: CHAIR

Qualifications:

- * Suggested Program Time: ONE Years.
- * Suggested prior Service Time: SIX Months to ONE Year
- * Term: ONE Year

Duties/Responsibilities:

- * Leads home group business meeting / group conscience as needed.
 - * Sees that all the Traditions are followed within the Group.
 - * Schedules the type of meeting and follows the meeting format in accordance with the group conscience.
-

Position: GROUP SERVICE REPRESENTATIVE (GSR)

Qualifications:

- * Suggested Program Time: TWO Years.
- * Suggested prior Service Time: ONE Year.
- * Term: ONE Year.

It is suggested that whenever possible, candidates should only accept positions for the group that they regularly attend (over 75% of the meetings). They are the ones who will carry the information back to the Group on what is going on with the Fellowship. They would do this at the Area as well as the World Service level.

It should be understood that a GSR is a trusted servant and carries the group's vote and does not require approval on matters that affect the Group or Co-Anon Family Groups as a whole, though it is the GSR WHO votes with the group conscience in mind. A GSR would be familiar with the Twelve Steps, Twelve Traditions and Twelve Concepts of Co-Anon Family Groups and the policies set forth in the Service Manual. If the GSR is unable to attend, an alternate may be appointed to do so. It is important that the person holding the position of GSR be trustworthy and mindful of group conscience. It is suggested that, whenever possible, trusted servants hold only one service position.

Before accepting the nomination, the GSR must take into consideration the level of commitment to the Program/Group as well as the time involved.

Duties/Responsibilities:

- * Sees that all the Traditions are followed within the Group.
 - * Attends all appropriate Group business meetings, Area and World Service Meetings. Takes notes to report back to Group on what business was conducted. When unable to fulfill commitment, appoints an alternate to assume the responsibilities to the Group.
 - * Attends all Area service and brings suggestions, questions and feedback from the Group to the Area Service Meetings. Has one Group Vote in all business matters at the Area Level and participates in all World Service Activities.
 - * Conducts communication between the Group, Area and World Service Board Members
 - * Reads/reviews/reports to the Group the communications from Area and World Service Board Members
-

Position: ALTERNATE GROUP SERVICE REPRESENTATIVE

The purpose and responsibility of the Alternative GSR is to assist the GSR and assume the responsibilities of GSR whenever necessary.

Suggested requirements and qualifications are the same as for GSR.

Position: GROUP SECRETARY

Qualifications:

- * Suggested PROGRAM Time: ONE Year.
- * Suggested PRIOR Service Time: SIX Months.
- * Term: ONE Year.

Duties/Responsibilities:

- * Keeps up-to-date notes of the group conscience and other related business meeting minutes.
- * Registers and keeps current the group's meeting registration with the World Service Office.
- * Keeps a record of each officer's election dates.

- * Notifies the Web servant and the World Service Meetings Coordinator of any changes in the GSR, Secretary (Contact information i.e. email/ phone number). Special note, submissions of any new meetings or changes can be made at Co-Anon Website- <https://www.co-anon.org>
 - * Notify World Service Web servant and World Service Meetings Coordinator of changes in the meeting place, location, time and type of meeting.
-

Position: GROUP TREASURER

Qualifications:

- * Suggested PROGRAM Time: ONE Year.
- * Suggested PRIOR Service Time: SIX Months.
- * Term: ONE Year.

Duties/Responsibilities:

- * Keeps an accurate bookkeeping system including an updated record of contributions and expenditures
- * When applicable, maintains group accounts utilizing the two signers for dual-control system as described in the Financial Guidelines.
- * Sees that the 7th Tradition contributions of the members are collected, deposited, and that a written record is kept of the group's contributions and expenses. Keeps receipts for all expenditures (i.e. coffee, rent, literature).
- * It is suggested that no money should be reimbursed without a receipt.
- * Gives financial reports to Group regularly.
- * Pays all Group expenses.
- * Each Group shall maintain a Prudent Reserve. A Prudent Reserve is the money needed to meet the monthly expenses of a group. A prudent reserve should be equal to and not exceed three (3) months of operating expenses. Make donations of the excess of funds to Area and Co-Anon Family Groups World Service, on a monthly basis.
- * It is suggested that the Group use a 70/30 plan - 70% to Co-Anon Family Groups Area / 30% shall be sent to the Co-Anon World Service Office for coverage of the expenses that occur at that level Co-Anon World Service - address: Co-Anon Family Groups PO Box 3664 Gilbert, AZ 85299.

- * If there is no operating District or Area Group in your area at this particular time, it is suggested that the entire excess of funds would be sent to the World Service Office.
-

Position: LITERATURE PERSON

Qualifications:

- * Suggested PROGRAM Time: SIX Months.
- * Suggested SERVICE Time: THREE Months.
- * Term: ONE Year.

Duties/Responsibilities:

- * Brings literature to the meeting each week or have a locked storage place whenever possible at the meeting location.
 - * Orders literature (in advance) for the needs of the meeting. This can be done by contacting the World Service Literature Chair or from the Area/, if available.
 - * Keeps receipts for reimbursement from the Treasurer.
 - * Monitors the literature put out at the meetings to include only Co-Anon Family Groups Conference Approved Literature.
-

Position: HOSPITALITY PERSON

(If chosen by group conscience or this may be combined responsibility of another trusted servant)

Qualifications:

- * Suggested PROGRAM Time: Upon the Group Conscience.
- * Suggested SERVICE Time: Upon the Group Conscience.
- * Term: Upon the Group Conscience.

Duties/Responsibilities:

- * Greets the Newcomer.
- * Gives a Newcomer a Newcomer Packet.
- * Makes coffee for the meeting.
- * Sees that the meeting room is open and set up on time.
- * Sees to it that the room is cleaned up after the meeting.

- * Buys coffee & supplies ~ keeping receipts for reimbursement from Treasurer.
- * If there is no place to store them in the meeting room, bring all the supplies to the room each week.

DESCRIPTION OF AN AREA

An Area is usually a geographic unit with defined boundaries. WSB may also recognize Areas whose boundaries do not fit a geographic description. The primary function of an Area is to serve the common needs of its Groups and to facilitate the unification of the Fellowship. A World Service Delegate is elected from an Area to attend the World Service Conference.

As new Areas are created (or if an established Area changes its boundary) they must petition to the World Service Board to become an Area. The Area serves the Fellowship by distributing literature, handling financial contributions from the Fellowship of the Area, and communicating with the World Service Office.

The primary function of the Area is to serve the common needs of its Groups Members.

Suggested Area Responsibilities:

- * Coordinates Area websites and/or telephone services.
- * Maintains and updates a list of all Area meetings.
- * Maintains ongoing communication with Groups.
- * Maintains ongoing communications with World Service.
- * Publishes and distributes Area meeting schedules.
- * Holds monthly service meetings.
- * Sponsors service days and workshops.
- * Sponsors Area Conventions.
- * Maintains bank account.
- * Elects Delegate(s) to the World Service.

Area Service Officers:

It is suggested that Area elect officers YEARLY which include:

Chair, Vice Chair, Secretary, Outreach, Literature

Area Service Positions Descriptions & Qualifications

Position: AREA CHAIR

Qualifications:

- * Suggested PROGRAM Time: TWO Years.
- * Suggested PRIOR Service Time: ONE Year of current & active service in Co-Anon Family Groups.
- * Term: ONE Year.

Duties/Responsibilities:

- *Arranges Agenda
 - *Presides over monthly/quarterly meetings
 - *Votes ONLY in case of a tie
 - *Assumes the responsibilities of coordinating activities within the Area
 - *Encourages trusted servants to chair various committees
-

Position: AREA VICE CHAIR

Qualifications:

- * Suggested PROGRAM Time: TWO Years.
- * Suggested PRIOR Service Time: SIX Months of current & active service in Co-Anon Family Groups.
- * TERM: ONE Year commitment as Vice Chair with the understanding of rolling into the position of Chair the following year.

Duties/Responsibilities:

- * Coordinates Committee functions.
 - * In absence of CHAIR, performs duties of CHAIR.
 - * Coordinates, encourages and contacts Groups for participation in local conventions, events and function.
-

Position: AREA SECRETARY

Qualifications:

- * Suggested PROGRAM Time: TWO Years.
- * Suggested PRIOR Service Time: SIX Months of current & active service in Co-Anon Family Groups.
- * TERM: ONE Year.

Duties/Responsibilities:

- * Keeps accurate minutes of each meeting.
 - * Handles correspondence and maintains business records of the Area.
 - * Passes on a report to the World Service Board on a regular basis.
 - * Records the number and location of each meeting in the Area.
 - * Maintains and updates Calendar events and provides information to the webmaster
 - * Maintains an up to date roster of active meetings in the area and provides to the webmaster regularly
-

Position: AREA TREASURER

Qualifications:

- * Suggested PROGRAM Time: TWO Years.
- * Suggested PRIOR Service Time: One Year of current & active service in Co-Anon Family Groups.
- * Book keeping or accounting experience preferred.
- * TERM: TWO Years.

Duties/Responsibilities:

- * Keeps an accurate book keeping system.
- * Maintains a bank account with checks requiring two (2) signatures.
- * Pays all expenses.
- * Gives monthly financial reports.
- * Passes on contributions to World Service.
- * Receives and deposits contributions from meetings and special events.

- * If applicable in your area - timely filing with regulatory agencies (i.e. federal, state and local taxes, non-profit corporation forms). Non-profit status requires yearly filings. It is recommended that these filings be done by an independent accountant.
-

Position: LITERATURE PERSON

QUALIFICATIONS:

- * Suggested PROGRAM Time: 6 months
- * Suggested SERVICE Time: 3 months
- * Term: ONE Year

DUTIES/RESPONSIBILITIES:

- * Order literature (in advance) for the needs of the Groups. This can be done by contacting ordering form the World Service Literature Chair.
 - * Keep receipts for reimbursement from the Treasurer
 - * Maintains an adequate inventory of literature to bring to the area meeting.
 - * Collects literature order form and paid receipt form groups and fills literature orders.
-

Position: Out Reach/ Public Information

Qualifications:

- * Suggested PROGRAM time: ONE Year.
- * Suggested PRIOR Service Time: Previous Service Work Experience.
- * Term: Two Year commitment.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and the World Service Manual.
- * Work a personal program of recovery.
- * Attend Co-Anon Family Group meetings regularly.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time whenever possible.

Duties/Responsibilities:

- * Participates in all business meetings.
- * Serves in a leadership role on a WSGC sub-committee.

- * Communicates and keeps other board members informed of work and activities throughout the year.
- * Provides written quarterly and annual reports.
- * Prepares a yearly budget for projected expenses.
- * Supervises all contact with other Twelve Step Programs (i.e. Al-Anon, Nar-Anon, Families-Anon, A.A., etc.) regarding inquiries, concerns, etc.
- * Explains, teaches and is available to support new groups and outreach to the community.
- * Develops, initiates and plans the means of communication to the public to be presented to the conference for the fellowship approval.

SUGGESTED AREA COMMITTEES

- * **Public Outreach:** responsible for the distribution of literature and information to the general public.
- * **Telephone/Hotline:** responsible for providing information and assistance to individuals seeking aid by all information lines of communication.
- * **Archives:** responsible for the storage of documents and memorabilia.
- * **Hospital and Institutions:** responsible for the coordination of and active participation of Twelfth Step Work within hospitals and institutions.
- * **Convention:** responsible for the coordination of conventions, to carry the message of recovery, unity and service to the members of Co-Anon Family Groups.
- * **Internet:** responsible for the maintaining and updating of website – including updating meeting list, updating text and graphic content, brainstorming to improve site while complying with 12 Traditions.
- * **Unity:** responsible for communication and outreach in the interest of carrying the message and coordinating activities that promote unity amongst the fellowship.
- * **Finance:** this committee conservatively estimates each year's income and works on plans for increasing revenues. It submits proposed annual budgets to the Area.

AREA MEETINGS

Area Service Meetings may meet quarterly, monthly or as needed.

Area Service Committee Meetings are administrative in nature; where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.

Suggested items to be reviewed may include but not limited to:

- * Election of WSC Delegates and Area Officers.
- * Treasurer's report which includes yearly budget approval.
- * WSC Delegate report.
- * Old business/new business.
- * Decision of major importance to the Area.
- * Committee Reports

Suggested Area Voting Members:

Area Officers, Committee Chairpersons, Group Service Representatives and Alternate Group Service Representatives if representing GSR, WSC Delegates.

Voting Procedures: (Determined by Area)

Voting examples can be found in the WSM WSC General Guidelines

Area Expenses (may include):

- * Costs for rent and coffee for service meetings.
- * Committees (i.e. costs of mailing, copying, etc.).
- * Insurance.
- * Legal fees, accountant fees, employee salaries or sales taxes.
- * Postage and supplies.
- * Delegate expenses to the WSC.
- * Bank charges.
- * Web services / Phone.

World Service Delegate Suggested Qualifications, Duties & Responsibilities

- * Requires a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service and the World Service Conference Charter.
- * Attends the World Service Conference prepared to vote knowledgeably. It is suggested that Delegates be present during all voting times. When a new Delegate is elected, he/she will inform the WSO of his/her election and will be placed on the mailing list in order to receive the necessary conference material.
- * Communicates the information back to the Area Meetings as well as the individual Groups.
- * Encourages the Areas to generate funds for World Service.
- * Provides leadership by helping to solve local problems involving The Traditions.
- * Each Delegate will serve on a World Service Conference Committee. Committee members will stay in close contact to ensure action throughout the year.
- * Each Delegate will keep the Alternate Delegate fully informed in case the alternate Delegate will need to replace the Delegate in an emergency

World Service Suggested Delegate Elections

1. A member who wishes to serve as a delegate shall submit a service resume to the Area.
2. Every Candidate then qualifies himself/herself for the position.
3. The WSEC shall be chaired by the Vice Chair of the WSOB unless he/she are in his/her first term of office, in which case the Chair of the WSOB shall appoint another WSOB member who has completed at least one full year on the board to chair this Committee. The chair of the WSEC shall conduct the elections and also be eligible to cast a vote on each ballot. The Chair may also participate in the discussion phases of the election process.
4. The details of the election process will be described before the election begins.
5. All voting done in person shall be done by secret ballot. All voting that results from the election process being done during the year via conference calls, shall be done by emailed votes being sent to the WSEC Chair. WSEC members have the choice of voting for one candidate or voting for none of the candidates.
6. Abstentions are counted as votes for none of the candidates.
7. Discussion about the candidates.
8. **FIRST BALLOT:** if a candidate receives 2/3 of the vote, that candidate is the elected WSOB member. If no candidate receives 2/3 of the votes cast, proceed to 2nd Ballot.

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9. SECOND BALLOT: run-off between the top two vote-receiving candidates. (If on the first ballot, there is a tie among the candidates, all candidates receiving the top two amounts of votes will be included in the run-off. For example, if A receives 5 votes, B receives 3 votes, C receives 3 votes, and D receives 1 vote, the run-off includes A, B, and C.) If a candidate receives 2/3 of the vote, that person is elected WSOB member. If not proceed.
10. Discussion about the candidates.
11. THIRD BALLOT: same as 5 under Second Ballot.
12. Discussion about the candidates.
13. FOURTH BALLOT: If no candidate receives 2/3 of the vote on the first three ballots, the top vote receiving candidate is put up for a 2/3 ratification vote. For ratification purposes, WSEC members have the choice of either voting "yes" or "no"; abstentions are counted as "no" votes. If that candidate receives the required 2/3 vote, then that person is the elected WSOB member. If not, the same procedure will take place with the 2nd top vote receiving candidate.
14. If neither candidate receives the required 2/3 ratification vote, the position will remain open until the next WSGC or at least 2 months. (If neither candidate receives the required 2/3 ratification vote the position will be determined by lot. The procedure for lot pick consists of the following – all the names of the remaining eligible candidates will be put in a hat/basket or bowl and a name will be drawn at random by the chair, leaving the choice to a higher power. The chosen candidate will be the elected WSOB member.
15. Once the candidate has been elected, it is the responsibility of the WSEC Chairperson to first notify those candidates who were not elected for the position. After all candidates not chosen have been notified that they were not selected, the WSEC Chair will inform the chosen candidate. After all candidates have been notified, the new WSOB members will be brought to the WSGC for ratification.

DESCRIPTION AND STRUCTURE OF WORLD SERVICES

Co-Anon Family Groups World Service Office and World Service Board have but one purpose:

The Co-Anon Family Groups have but one purpose, to help the family and friends of the addict. We do this by practicing the Twelve Steps of Cocaine Anonymous, by encouraging and understanding our addicts, and by welcoming and giving comfort to the family and friends of addicts. It is through this fellowship that we lessen our emotional despair by sharing our experience, strength and hope with others.

Tradition 2 states: *“For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants – they do not govern.”*

World Service Board makes the Group Conscience available and effective for all Co-Anon Family Groups. It is a practical means by which the Group Conscience can speak; it is the voice of the world of Co-Anon Family Groups.

This is a traditional, not a legal, framework within which this entity functions.

Unlike elected government officials, our servants do not represent the local interests. They may reflect Area opinion and contribute Area ideas, but they are not bound by directives from their Groups.

Basic Purposes Of World Services:

- * Communication
- * Coordination
- * Information
- * Consensus

This is a traditional, not a legal, framework within which the entity functions. As a whole, even though all parts of the service structure affect Co-Anon Family Groups, only at this level of World Service do we find service bodies designed to deal with situations which involve our entire Fellowship. It is only at this level decision can be made that affect policies and Co-Anon Family Groups as a whole.

World Service Board/Officers Duties, Qualifications & Selection

The World Service Board is the main contact and distribution point of Co-Anon Family Groups. Its main purpose is to maintain contact with its members. Contact is sustained through correspondence, e-mail, website, newsletters and representatives within our service structure.

WSO Board offers service to:

- * New groups
- * Existing groups
- * Institutional groups
- * International groups
- * National meeting groups
- * Loners
- * Conventions
- * Internet member questions

The World Service Office Board is more of a business than part of the Fellowship, but they remain trusted servants of the Fellowship. Unlike elected government officials, our servants do not represent local interests. It is the responsibility of the Board Members to serve as custodians of the Co-Anon Family Groups' Traditions and interpreters of the policies that affect the membership as a whole. An inquiry from both within and outside the Fellowship has to be answered. Literature has to be written, printed, distributed and requests for help followed up.

The World Service Board is responsible for Public Relations and the distribution and publication of all literature, World Service Directories, newsletters, maintaining the World Service Website, Conference approved material and starter kits. As a sideline to literature, World Service Board might offer recordings of Co-Anon Family Group functions.

The World Service Board is subject to and must abide by the Twelve Traditions.

The WSO Board shall not exceed nine members:

- | | |
|-------------------------------|--------------|
| *Chair | * Vice Chair |
| *Secretary | * Treasurer |
| *Meetings Coordinator | *Literature |
| *Outreach/ Public Information | *Archives |

A quorum for conducting a World Service Office Board meeting shall be a simple majority (50 percent of the board plus one).

The Business Meeting Decisions were extended to include decisions on World Service Functions (includes but are not limited to elections, literature approval, World Service Structure etc.) may be determined by the World Service Board officers and World Service Representatives eligible to vote, including absentee proxies.

“Only one person may get only one vote at the World Service Business Meeting, and therefore may hold only one office. He or she may not be a World Service Officer and a World Service Group Representative.” ~08/02/87

World Service Board Positions Description & Qualifications

Position: CHAIR

Qualifications:

- * Previous WSOB experience.
- * Leadership skills/ organizational skills.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts, Roberts Rules of Order and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * Should have served as a voting member at the General Service Conference.
- * Internet Access.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time, whenever possible.
- * Ability to serve a three-year term.

Duties/Responsibilities:

- * Establishes date, time and place of next meeting. All scheduled meetings are subject to change at the discretion of the chair on an as-needed basis, i.e. fiscal emergency, leadership concern, violations of WS Board policy, etc.
- * Establishes agenda at end of each meeting of the WSBM for the next meeting.
- * Presides over business meetings.

- * Communicates and keeps other board members informed of work and activities throughout the year.
 - * Oversees all committee budgeting matters.
 - * Provides written quarterly and annual reports to the fellowship.
 - * Calls on people to share, conducts votes, keeps order and continuity in meetings, including business handled online, quarterly and annual meetings.
 - * Works with Vice-Chair and Secretary to establish agendas and creates the World Service General Conference Reports and presents said reports to the WSGC. These reports should include, but are not limited to, announcements of newly elected board members, any resignations, or removals and referrals worked on through the year.
 - * Assumes duties of Vice-Chair if he/she is unable to carry them out or appoints someone to carry them out.
 - * Keeps copies of all legal, historical and operational-organizational documents, including minutes and contact info, so as to have a back-up. Secretary will be the keeper of all originals and archives.
 - * Directs referrals or inquires received from the fellowship to the appropriate committee and provides Secretary with a copy for records.
 - * Acknowledges receipt and oversees inquiries from the fellowship or members. Responses to inquirers should be advised that their inquiry is being forwarded to the appropriate committee. The letter to the inquirer should mention that a response will be sent within 30-60 days. If more time is needed, another letter will be send explaining the delay.
 - * When no motion is pending, the WSOB Chair can and should participate in WSOB discussions. When a motion is pending, the Chair may express an opinion with the prior consent of the remainder of the WSOB. Absent the consent of the rest of the board, or for topics which directly involve the Chair, the Chair may “pass the gavel” to the Vice Chair until debate is closed and voting is concluded. This is the only instance wherein the Chair may participate in a vote (unless there is a tie). The key is to balance the need to facilitate the discussion yet not sway the vote with the right and responsibility to participate as set forth in the concepts.
 - * Assumes the responsibility of coordinating activities at the World Service level.
-

Position: VICE - CHAIR

Qualifications:

- * Previous WSOB experience.
- * Leadership skills/ organizational skills.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts, Roberts Rules of Order and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * Should have served as a voting member at the General Conference.
- * Internet Access.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time whenever possible.
- * Ability to serve a three-year term with the understanding he/she will then assume the Chair position.

Duties/Responsibilities:

- * Participates in all business meetings.
- * Serves in a leadership role on a WSGC sub-committee.
- * Communicates and keeps other board members informed of work and activities throughout the year.
- * Provides written quarterly and annual reports.
- * Assists the Chairperson and acts as the parliamentarian.
- * Chairs the World Service Board meetings when the Chair is not present.
- * Coordinates, encourages, and contacts Cocaine Anonymous so that, in the spirit of cooperation ~ there is Co-Anon World Service representation and participation in Cocaine Anonymous Conventions (including, but not limited to the World Service Convention).

Position: SECRETARY

Suggested Qualifications:

- * Previous WSOB experience.

- * Leadership skills/ organizational skills.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts, Roberts Rules of Order and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * Should have served as a voting member at the General Conference.
- * Internet Access.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time whenever possible.
- * Ability to serve a three-year term.

Duties/Responsibilities:

- * Participates in all business meetings.
- * Serve in a leadership role on a WSGC sub-committee.
- * Communicates and keeps other board members informed of work their activities throughout the year.
- * Provides written quarterly and annual reports.
- * Prepares a quarterly budget for projected expenses.
- * Takes detailed minutes at World Service Board Meetings (written record of everything discussed, vote numbers, agendas etc.).
- * Establishes a Quorum for World Service Conference business meetings.
- * Provides minutes promptly to each Group Representative (including those out-of-state who cannot attend meetings) after each World Service Board Meeting. Minutes include date, time and place of the next WSBM, and its Agenda, if available.
- * Mails out to Group Service Reps any special material to be reviewed 60 days prior to the next scheduled conference.
- * Keeps original file of any general Co-Anon Family Groups correspondence (application for copyrights, etc.)

Position: TREASURER

Qualifications:

- * Suggested PROGRAM Time: THREE Years.
- * Suggested PRIOR Service Time: Previous World Service Board Experience.
- * Term: THREE Year commitment.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and Roberts Rules of Order and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * Should have served as a voting member at the General Conference
- * Internet access
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time, whenever possible.
- * As a trusted servant charged with handling money – one needs to be gainfully employed or financially solvent.
- * Standard accounting procedures should be utilized to record all income and expenses.
- * Be knowledgeable in bookkeeping, working with numbers and various organizational skills or with prior treasury committee service experience or professional experience in the fields of finance or accounting.
- * Participates in all conference calls, on-line business, and bi-annual business meetings.

Duties/Responsibilities:

- * Participates in all business meetings.
- * Keeps accurate accounting records of the World Service Treasury.
- * Keeps record of in-coming contributions from the Co-Anon Family Groups' meetings and members and out-going expenses of Co-Anon Family Groups World Service.
- * Deposits all funds into the respective Co-Anon Family Groups bank accounts.
- * Keeps record of and settles reimbursements to World Service Board members and committees for approved expenses.
- * Pays all Co-Anon Family Groups' expenses, including annual website server fees, domain, phone and any other essential business expenses.
- * Creates a profit and loss statement each year.

- * With input from the World Service Board, makes recommendations and maintains the Reserve Fund (Warranty One) with the assurance of the immediate availability of those funds.
- * Creates an annual budget based on the requests and recommendations from the General Conference Committees including negotiation and coordination with outside vendors.
- * Presents annual budget to the WSGC for approval.
- * Keeps apprised, files or pays incorporation papers annually.
- * Reviews and keeps a working knowledge of tax preparation and executes accordingly each year.
- * Sends standard thank you letters to groups or individuals sending in contributions.
- * Works with General Conference Finance Committee in a role to develop and implement policies and procedures in all matters concerning the finances of Co-Anon Family Groups. This includes, but is not limited to, ways and means to generate funds necessary for the continued growth of the fellowship in accordance with the 12 Traditions.
- * Sees that our World Service operations remain financially sound, always aligning the use of money with the spiritual principles of our program.

Position: MEETINGS COORDINATOR

Suggested Qualifications:

- * Suggested PROGRAM time: ONE Year.
- * Suggested PRIOR Service Time: Previous Service Work Experience.
- * Term: THREE Year commitment.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time, whenever possible.

Duties/Responsibilities:

- * Participate in all business meetings.
- * Works on WSGC sub-committee.

- * Communicates and keeps other board members informed of new meetings that have started throughout the year.
- * Provides written quarterly and annual reports.
- * Prepares a quarterly budget for projected expenses.
- * Keeps updated list of all registered Co-Anon Family Group meetings. Detailed information for each meeting needs to include: Date the Meeting started, State, City, Country, Physical address of the Meeting, Day and Time of the Meeting.
- * Keeps current up-to-date list of **Group Representative/Group Contact Person's** name, addresses and phone numbers and e-mail address.
- * Keeps a list of **Group Representatives** present at WSGC.
- * Responds to inquiries by phone, email, or letter about starting new Co-Anon Family Group Meetings and sends out new meetings letter and/or starter kit.
- * Keeps supply of New Meeting Letter/Starter Kits on hand.
- * Updates Co-Anon Meeting Directory every month, if there are any changes.
- * Coordinates changes with the Webmaster/System Operator as needed.
- * Receives and records all changes in meeting times, days, location, etc., and adjusts the directory accordingly.
- * Works in collaboration with Outreach and follows up with new meetings and existing meetings to see if Groups need help and to inquire about any changes.

Position: LITERATURE

Suggest Qualifications:

- * Suggested PROGRAM time: ONE Year.
- * Suggested PRIOR Service Time: Previous Service Work Experience.
- * Term: THREE Year commitment.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and the World Service Manual.
- * Works a personal program of recovery.
- * Attends Co-Anon Family Group meetings regularly.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time whenever possible.

Duties/Responsibilities:

- * Keeps all originals of the literature pieces and is responsible for having them printed and sent out as orders arise.
- * Creates Newcomer Packets as needed.
- * Keeps literature order forms and website ordering page updated with any changes as needed.
- * Keeps account of all literature ordered under (state, name of meeting, name of literature, contact person of the meeting that requested the order, amount of monies paid, date of order, list of items requested, date sent).
- * Responds to any inquires or complaints, etc., regarding Co-Anon Family Groups Literature and reports them to the WSOB and the WS General Conference.
- * Gives Literature report at each WSOB meeting and the WSGC (i.e. which items were most popular, any problems, requests, how many orders were received and how much income and expenses were incurred).
- * Keeps originals of all Co-Anon Family Groups Audio Recordings and provides duplicates upon request (included on Co-Anon Family Groups Literature order form).
- * Keeps a running inventory count and adequate stock on hand to fill anticipated orders.
- * Provides H & I and Outreach with literature for their work as ordered.
- * Works with the General Conference Literature committee, assisting to see that every aspect of the Co-Anon Family Groups program of recovery is presented and available in written form for our members, friends and the world at large.
- * Keeps the rest of the WSOB informed of work being conducted by the WSGC standing Literature committee's work, i.e. creation of new literature, editing and reviewing of existing Co-Anon Approved Literature as well as generating submissions for new literature for the fellowship.

Position: Out Reach/ Public Information

Suggested Qualifications:

- * Suggested PROGRAM time: ONE Year.
- * Suggested PRIOR Service Time: Previous Service Work Experience.
- * Term: THREE Year commitment.
- * Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and the World Service Manual.
- * Works a personal program of recovery.

- * Attends Co-Anon Family Group meetings regularly.
- * It is suggested that a WSOB member not be a GSR or Area officer at the same time whenever possible.

Duties/Responsibilities:

- * Participates in all business meetings.
- * Serves in a leadership role on a WSGC sub-committee.
- * Communicates and keeps other board members informed of work and activities throughout the year.
- * Provides written quarterly and annual reports.
- * Prepares a quarterly budget for projected expenses.
- * Coordinates all Public Service Information Representatives.
- * Keep originals of all public service information packets, copies of which each Public Service Representative sends out to hospital and institutions, other 12 Step/ Self-Help Groups etc.
- * Supervises all contact with other Twelve Step Programs (i.e. Al-Anon, Nar-Anon, Families-Anon, A.A., etc.) regarding inquiries, concerns, etc.
- * Explains, teaches and is available to support NEW Group Public Service Information Reps. (by telephone, letter, or in person) how to address a new institution/inquiry, etc. and how to represent Co-Anon Family Groups.
- * Develops, initiates and plans the means of communication to the public to be presented to the conference for the fellowship approval.
- * Serves as a member on the WSGC Information committee in creating ways to outreach and encourage the growth of more meetings.

CO-ANON FAMILY GROUPS (CFG) EXPENSE REIMBURSEMENT POLICY

The following are basic reimbursement guidelines:

While these guidelines were originally written for the World Service Board, they can be adapted to any other service orientation.

- * Expense Reimbursement: The general policy on expense reimbursement is that expenses incurred on official CFG business, including meals & travel, will be reimbursed upon presentation of an approved expense reimbursement form which includes documentation (receipts) of the qualified CFG business expense incurred. (Form found on CoAnon.Org)
- * Expense Report: Each Board Member is required to submit an Expense Report as provided by the World Service Organization. The Expense Report must be submitted to the WSO, with all receipts attached, within 30 days after incurring the actual expense.
- * Qualified CFG Travel Expense: A “qualified CFG Travel expense” includes travel expenses incurred to perform the duties of a CFG Board Member. The expenses include, but are not limited to, meals, travel, hotel stays, transportation and other various items incurred directly in the performance of the individual’s duties, but reimbursement shall not exceed \$250.00. These approved expenses shall not be incurred more than bi-yearly, as CFG has only two approved trips for Board business. Each Board Member should take care of his or her own incidental expenses.
- * Qualified Standard Operating Expenses: Each Board Member will provide a projected budget at the annual World Service Conference for approval. If costs exceed the submitted budget, approval by the board must be given prior to expenditure. All expenditures must have proper documentation.
- * Approving Expense Reimbursements: The original Expense Report and all supporting documentation or receipts should be sent to the World Service Board Treasurer. The World Service Board Treasurer will review the reimbursement request and notify the World Service Board if any items in the Expense Report are not approved. The WSOB will review and decide if expense is reimbursable in accordance to the financial guidelines. The World

Service Board Treasurer will contact the individual regarding necessary corrections or decision of the board. If approved, the World Service Board Treasurer will pay the approved amount directly to the individual. The World Service Conference Finance Committee may review expenses incurred by the World Service Board Treasurer.

- * Expense Advances: If a Board Member needs an advance, a request should be submitted in writing or via e-mail to the World Service Board 30-days prior to the event, to insure timely check disbursement. The individual will then be required to submit an Expense Report with the applicable receipts documenting the use of the advance on qualified CFG business expenses. If the individual spends more than the advance, the Expense Report should reflect the total amount of expenses, less the amount advanced. If the individual spends up to, or less than, the advance, the Expense Report should indicate the total amount of documented expenses with the expectation that the unused advance will be returned. If the advance is not documented with an Expense Report or if the remaining balance is not returned, the advance will be considered income as indicated below. Before an advance can be given, a Standard Form W-9 (Request for Taxpayer Identification Number and Certification) will be required from the individual.

- * Receipts: An IRS Standard Form 1099-MISC will be issued by the WSOB to any Board Member who, at the end of the calendar year, received advances totaling \$600 or more which have not been documented by an approved Expense Report. Advanced monies given without documented proof that the monies were used for business expenses are considered income according to applicable US tax law. Such amounts will be considered income and will be recorded to the IRS. If all advances are documented through an approved Expense Report, no 1099-MISC will be issued. In the event a receipt is lost, the Board Member is required to submit a lost Receipt Form identifying the type of expense, the total amount and the date the expense was incurred. (Form is found on Coanon.org)

- * WS Conference Finance Committee: The World Service Conference Finance Committee may be asked to review expense reimbursements of the World Service Board Treasurer. The World Service Conference Finance Committee may provide input for the approval of any World Service Board Treasurer expense that exceeds the approved budgeted amount before the expense is incurred.

- * Board and/or Committee Budgets: It is known that expenses occur within the organization such as printing, copyright expenses, shipping, supplies, etc. Annually, the chair of the individual committee shall submit a proposed budget. Each quarter the chair will submit actual expenditures.

Required trips of the CFGWSB that are automatically reimbursed:

- The Cocaine Anonymous World Service Convention, which includes meetings held before the convention.
- Co-Anon Family Groups Worlds Service General Conference.

Based on cash flow and 7th Tradition contributions, reimbursement for other travel may not be readily accessible. The Board Members are approved for travel to the two basic meetings listed above. Additional travel can only be reimbursed if it is pre-approved and agreed upon by the World Service Board. Unapproved travel by those individuals is not reimbursable.

GENERAL CONFERENCE GUIDELINES

The World Service General Conference (WSGC) is the nerve center, a group conscience and voice of the Fellowship. The WSGC is the only time each year when all the trusted servants come together. This is an opportunity to see old friends and make new ones. This is the one time each year that the service branches come together to work together for the greater good of the Fellowship.

As the Fellowship has matured, it is time that we update and revitalize old policies and procedural functions. It is an honor to be a part of something that is truly a spiritual thing. It is appropriate to remind everyone who participates that the membership is diverse in many ways. As one we can do together what we could not do alone. It is through this process we can overcome any obstacles and carry the message of hope and personal recovery to the family and friends of addicts. We each must remain dedicated to our primary purpose: to serve the Fellowship with individual commitments of patience, understanding and love. It is important that each member serve with open arms, hearts, and minds - this is how we grow. Each year we grow and change.

The World Service General Conference reflects the group conscience of Co-Anon members from around the world. It is this gathering that serves as the “voice” of the membership. It is at the WSGC, the Delegates the World Service Board (WSB), and the individual Standing Committees (SC’s) meet in a single venue to discuss ideas and direction for the Fellowship of Co-Anon Family Groups as a whole. World Service General Conference extends one vote per delegate in attendance while extending delegates a voice on issues as they are discussed. When a group sends a representative, they shall be here known as a delegate. It is encouraged that all Co-Anon Family Group Members attend these conferences.

Each group has entrusted the World Service Board to work with each committee, each single group, each member and one another in the spirit of unity. This will make our fellowship stronger. We come together to express the concerns, needs and desires of the membership. This will insure that we are here for the newcomer. During this time, this service structure will work as a whole as well as individual committees. From a general meeting at the WSGC, the conference will divide into various committees where all suggestions, questions and problems are discussed. These topics include all matters of importance to Co-Anon Family Groups as a

whole. It is through this process that the WSGC performs services that could not be accomplished by one. The success and growth of the Fellowship depends on this process.

The Delegate must be knowledgeable about the Traditions and the needs of those in attendance at meetings. A working knowledge of the Traditions and the Concepts of Service are vital. It is suggested that each Delegate serves on a designated Standing Committee of his or her own selection. It is suggested that each Committee have at least one World Service Board Member on it. Any member may serve on these committees, although only the Delegate will carry that group's vote. However, each participant is limited to one vote in one committee. WSGC guidelines, policies and procedures are submitted to the WSO for approval and then incorporated into the World Service Manual for usage.

There may be times when we, as individuals, may get caught up in "situations", rhetoric, politics, or our own personal agendas. Ultimately a loving and caring Higher Power will reveal Himself through mutual trust and faith in one another. With honesty, open-mindedness and willingness, true motives of each member are expressed with the desire to better Co-Anon Family Groups as a whole – working for a higher good.

Early members believed that they had found something spiritual in using the special gifts of individual members. The role of the individual volunteer is vital to the spiritual success of a committee.

The purpose of the Co-Anon Family Groups World Service General Conference is to consider actions which affect the Fellowship as a whole. Included in this task is organization by committee of the General Conference. The tasks of these committees include (but are not limited to): preparing the agenda, reviewing and preparing the minutes for distribution, etc. – so Co-Anon Family Groups can operate on a daily basis, at the General Conferences and elsewhere within the service structure.

Conference Committee – The purpose of the WSC Conference Committee is to organize the World Service Conference for the fellowship.

Convention Committee – The purpose of the World Service Convention is to promote enthusiasm, unity and growth within the Fellowship of CFG and financially support World Service efforts to carry the message. The purpose of the WSG Convention Committee is to maintain

cooperation and communication with the Cocaine Anonymous World Service (CAWS) Committee to ensure successful participation with CFGs.

Literature Committee – to create new pieces, protect/copyright them and establish library/archives.

It is the function of this group to facilitate the expression of our program principles through the writing of material for distribution.

This committee reviews, edits, and submits literature for WSB approval following the literature approval process. In this way Co-Anon can expand the inventory of materials developed by the Fellowship and aids in the understanding of the application to the Principles of the Co-Anon program with spiritual integrity. It also assists in clarifying the impact the disease has on families who are affected by addiction and the nature of addiction as a family disease.

Public Relations/Out Reach Committee – often referred to as public information or public outreach. This was established to commit to the growth of Co-Anon and.

In all public relations, the sole objective is to reach out to the family and friends of those addicted to cocaine and all other mind-altering substances and to provide hope and help with personal recovery.

Always be mindful of personal anonymity. We believe we can reach out to the families and friends of addicts. We can do this by carrying the message of hope to those interested in the disease of addiction, sharing our experience freely to those interested. We believe that our efforts in this area should always express gratitude and the seriousness of the impact the disease of addiction has on family and friends.

This committee develops, initiates, and plans ways to communicate with the public. These plans are presented to the WSOB for approval.

Internet/Technology Committee – to develop and implement policies and procedures in all matters concerning the areas of emerging technology for Co-Anon Family Groups, including policy, privacy and security necessary for the continued growth of the Fellowship in accordance with our Twelve Traditions in electronic formats. Responsible for assistance and guidance to the

Co-Anon fellowship, Districts, and Areas in matters relating to websites linked to <http://www.co-anon.org>. Maintains and assist operations of Co-Anon World Internet-related matters.

Finance Committee (often referred to as budget and finance) – Dedicated to concrete bookkeeping procedures to ensure responsible bookkeeping procedures and standard business operations, fundraising and replenishment of prudent reserves to sustain continual operation of Co-Anon Family Groups. All work done in this committee must obtain its final approval from the WSOB.

Archives Committee – The purpose of the Archive Committee is to collect, organize, categorize, copy, preserve and electronically store Co-Anon Family Groups’ documents, printed materials and historical items.

- Contacting members of the Fellowship who may have memorabilia or archived documents they wish to loan or donate to the Co-Anon World Service Organization for the purpose of creating a complete Archive.
- The storage of all physical information and memorabilia.

Structure and By Laws Committee – To formulate bylaws, guidelines, and structures by which Co-Anon Family Groups can operate on a daily basis, at Conferences, Regions, Areas, and elsewhere around the World.

THE WORLD SERVICE GENERAL CONFERENCE STRUCTURE

Introduction of the World Service Board

Agenda

- * General orientation.
- * Review Roberts Rules of Order.
- * Speaking Guidelines- (after being recognized by the Conference Chair) Step up and share the name and location of homegroup.
- * Be concise and direct.
- * Respect time guidelines.
- * Avoid repetitive comments.

Introduction of General Standing Committees:

Convention, Literature, Public relations, Finance, Internet/Technology, Archives, Structures and Bylaws.

Choosing a Standing Committee

Committees meet to consider referrals and recommendations from the membership, including how to best carry the message of hope and personal recovery for family members and friends of addicts, to those outside, as well as inside the meeting rooms of Co-Anon Family Groups.

Please consider:

- * What are your strengths and weaknesses?
- * Which committees are most in need of assistance or new members?
- * Which committee will benefit most from your experience and input?
- * You may only be on one Standing Committee.

Roll Call

Quorum and Voting Procedure.

- * Roll call is taken at the start of each session.
- * Must be present to vote.
- * If you miss roll call, you cannot vote.
- * Proxy Votes – Permission must be presented in writing.

Motions

- * Any motion must be made to Chair in writing and electronic format before being presented to the WSGC.
- * Lengthy motions will be prepared in advance in writing and electronic format and provided in handout form at the Conference
- * Main motions will be read prior to voting
- * Speaking and addressing motions:
 - o When speaking in favor of a motion – Please start by saying; “I am speaking in favor of this motion because”
 - o When speaking against a motion – Please start by saying; “I am speaking against this motion because”

Referrals

- * Must be on referral form in written and / or in electronic format. Referral forms must be sent to World Service Board 60 days prior to Conference.

- * Referrals may be presented at conference for committee review and routed to the appropriate committee for consideration.
- * Referrals that are received after the cut off time are to be addressed by the next conference.
- * Referral forms can be found on <http://www.co-anon.org>

Committee Sessions

- * Location of committee meeting times will be established.
- * General Overview of Committee Sessions.
- * Review of old business and Referral Review re-routing.
- * Participation and discussion with timelines/time management.

Committee Reports

- * Must be presented in writing/print and electronic format whenever possible.
- * Must contain examples of execution and budgets if necessary

Voting Methods

Voting shall be by one of five methods.

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call “Division” of the House. The Chairperson will then call for show of Hands.
2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result.
3. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important.
4. Electronic: To be used at the discretion of the Chairperson

The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a clear pause in nominations, the Chairperson shall ask someone to move that nominations be closed. The request for closure requires a second before voting begins. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one

candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.

WORLD SERVICE OFFICE BOARD ELECTION COMMITTEE

Selection of a World Service Office Board member shall be made by the World Service Election Committee consisting of the following:

1. All members of the WSOB.
2. Up to 3 Delegates attending the conference should be eligible to vote.

WORLD SERVICE ELECTION PROCESS

- * All candidates should meet the qualifications as outlined under WSOB Qualifications and duties.
- * All WS Board members shall be selected by the Election Committee and presented to the General Conference whenever possible. If a position is filled between General Conferences, once the vacancy is filled the Delegates will be notified. In order to be elected as a WSOB member, a candidate must receive a vote of two-thirds of the Election Committee.
- * All members either nominated or wishing to run for a position on the WS Board shall meet the qualifications for WSOB in the WS manual. A service resume needs to be submitted for a position with the World Service Office Board to the presiding WSOB Vice Chair or Chair.
- * All service resumes should be submitted on the approved World Service Board service resume two (2) months prior to the General Conference. Service Resumes will be accepted throughout the year for consideration to open Board Positions. (form found on <http://www.co-anon.org>)
- * The Vice Chair or Chair of the WSOB presents the resumes to the rest of the WSOB prior to the Election Committee meeting. Delegates on the Committee will receive the resumes at the committee meeting. All shall be of the understanding that discussion or comments on the candidates will not take place prior to the Election Committee meeting.

DUTIES, RESPONSIBILITIES AND QUALIFICATIONS OF THE ELECTIONS COMMITTEE

Those serving as Delegates on the Election Committee shall be elected to serve at the WSGC by lot. (The procedure for lot pick consists of the following – all the names of the remaining eligible candidates will be put in a hat/basket or bowl and a name drawn at random by the chair, leaving the choice to a higher power. The chosen candidate will be the elected WSOB member). All candidates must be present WSGC.

It is recommended that each member has a working knowledge of the 12 steps, 12 traditions, and 12 concepts of service.

An Election Committee member's term shall commence before/prior WSGC and continue until the beginning of the following WSGC.

No members of the Election Committee will discuss among themselves or others any of the candidates resumes, nor their interviews.

When considering candidates WSGC members place principles above personalities, keeping in mind what gifts the candidates bring with them as well as what the Fellowship needs for continued growth.

Always keep in mind our Statement of Purpose:

The Co-Anon Family Groups have but one purpose, to carry the message of hope and personal recovery to family members and friends of someone who is addicted to cocaine and all other mind-altering substances. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves, by understanding addiction, and by welcoming and giving comfort to the family and friends of addicts, whether the addict is using or not. It is through this fellowship that we lessen our emotional despair by sharing our experience, strength, and hope with others.

Procedures For Election Of WSOB By The WS Election Committee:

1. Details will be given to all potential candidates for WSOB Elections 30 days prior to the election to ensure their attendance. When the candidate's attendance is not possible, interviews may be conducted via conference calls and/or internet communication services prior to the WSGC and during the year as needed.
2. Interviews and elections should be held in person prior to the beginning of the World Service General Conference, whenever possible. When this is not possible, they shall be done via conference calls, internet communication services prior to the WSGC and during the year as needed.

3. All members of the WS Election Committee must either be present for each interview or listen to the recording of any interview for which they are not present. If a WSEC member misses more than two questions in an interview, that member will be required to listen to the recording of that interview in order to participate in the vote for any WSOB positions.
4. If a member of the WSEC is unable to be present for a candidate interview and/or listen to the recorded interview, then that WSEC member is not eligible to vote and a new voting member will be drawn by lot from eligible candidates.

Guidelines For The Election Process:

1. The WSEC shall be chaired by the Vice Chair of the WSOB unless he/she is in his/her first term of office, in which case the Chair of the WSOB shall appoint another WSOB member to chair this committee who has completed at least one full year on the board. The chair of the WSEC shall conduct the elections and also be eligible to cast a vote on each ballot. The Chairperson may also participate in the discussion phases of the election process.
2. The details of the election process will be described before the election begins.
3. All voting done in person shall be done by secret ballot. All voting that results from the election process being done during the year via conference calls, shall be done by emailed votes sent to the WSEC chair. WSEC members have the choice of voting for one candidate or voting for none of the candidates.
4. Abstentions are counted as votes for none of the candidates.
5. Discussion of candidates.
6. **FIRST BALLOT:** if a candidate receives 2/3 of the vote, that candidate is the elected WSOB member. If not, proceed.
7. Discussion of the candidates.
8. **SECOND BALLOT:** run-off between the top two vote-receiving candidates. (If on the first ballot, there is a tie among the candidates, all candidates receiving the top two amounts of votes will be included in the run-off. For example, if A receives 5 votes, B receives 3 votes,

C receives 3 votes, and D receives 1 vote, the run-off includes A, B, and C.) If a candidate receives 2/3 of the vote, that person is elected WSOB member. If not, proceed.

9. Discussion of the candidates.
10. THIRD BALLOT: same procedures as under Second Ballot.
11. Discussion of the candidates.
12. FOURTH BALLOT: If no candidate receives 2/3 vote on the first three ballots, the top vote-receiving candidate is put up for 2/3 ratification vote. For ratification purposes, WSEC members have the choice of either voting "yes" or "no"; abstentions are counted as "no" votes. If that candidate receives the required 2/3 vote, then that person is the elected WSOB member. If not, the same procedure will take place with the 2nd top vote-receiving candidate.
13. If neither candidate receives the required 2/3 ratification vote, the position will remain open until the next WSGC or at least 2 months. If neither candidate receives the required 2/3 ratification vote, the position will be determined by lot. The procedure for lot pick consists of the following - all the names of the remaining eligible candidates will be put in a hat/basket or bowl and a name will be drawn at random by the chair, leaving the choice to a higher power. The chosen candidate will be the elected WSOB member.
14. Once the candidate has been elected, it is the responsibility of the WSEC Chairperson to first notify those candidates who were not elected for the position. After all candidates not chosen have been notified, the WSEC Chairperson will inform the chosen candidate. After all candidates have been notified, the new WSOB members will be brought to the WSGC for ratification.

STANDING RULES:

1. Only elected Delegates (or an alternate Delegates) and World Service Board Members may carry a vote, may make and discuss motions on the General Conference Floor and may vote on all motions and resolutions brought to the General Conference Floor.
2. If a Group does not have an established working area, you may send a GSR to carry a vote in the place of a delegate.
3. Non-voting individual member may make and discuss motions on the General Conference Floor at the discretion of the World Service Board Chair.
4. Each voting member is responsible for attending all General Conference sessions. Each voting member must be physically present or via proxy on the Conference Floor for roll call and to vote.
5. Complete names, complete mailing addresses, and phone numbers of Conference Delegates and Alternate Delegates, with the number of votes being carried by each, must be submitted in writing to the World Service Office 90 days prior to the World Service Conference.
6. If, prior to the WSC, an elected Delegate or elected Alternate Delegate replaces a duly designated Delegate, pursuant to subparagraph 5(a), a written Certificate of Transfer form shall be submitted to the Conference Chair before the beginning of the WSC. The Chairperson of the Area shall submit a written Certification of Transfer form to the Conference Chairperson before the beginning of the WSC.
7. A Delegate or Alternate Delegate may proxy one vote to another Conference Delegate or Alternate Delegate from the same Area or another Area within the same Region. An Area that is otherwise not represented at the Conference may proxy a maximum of one vote to a Conference Delegate or Alternate Delegate from another Area within the same Region. No Delegate or Alternate Delegate can carry more than a total of two votes at the Conference.
8. A member of the WSOB may also proxy his/her one vote to another member of the WSOB. Proxies in this instance shall be applicable for the day or days when the WSOB member will

not be in attendance on the conference floor. No WSOB can carry more than a total of two votes on the conference floor.

9. Each General Conference session will begin with roll call and end with an adjournment.
10. The quorum shall be defined as two-thirds of the registered General Conference voters present at Roll Call for that particular General Conference session.
11. A quorum must be present for any voting. In the absence of a quorum, the General Conference may continue with reports and discussion of issues. There will be no motion (except a Motion to Adjourn) on any item requiring a vote brought to the General Conference floor.
12. All main motions will become effective at the end of the WSGC, unless otherwise specified.
13. Main motions shall be read to the General Conference before voting. Referrals or items that did not result in Motions, that are tabled until next year, or that are referred to other committees or the World Service Office need not be read into the report. However, questions may be asked about any part of a committee's report.
14. Any Motion made under new business at the General Conference which changes the WSGC structure or a WSGC committee structure or which has a major effect upon the World Service General Conference, a World Service Committee, or Co-Anon Family Groups must be referred to the appropriate committee prior to consideration.
15. Proposed material must be sent to the WSO at least 90 days before the WSGC so that all Delegates can receive and review the material at least 60 days prior to the General Conference. This is required before any material may be placed on the agenda for motion.
16. All voting members arriving after the roll call, totals, and quorums are announced at the end of a Roll Call for a particular session, may not vote during that session, but may speak and make motions.
17. The World Service Board Secretary will oversee the preparation of the minutes from the World Service General Conference for delivery to the World Service Board and Group Service Representatives not later than 90 days following the General Conference

18. Agenda of World Service General Conference:

A) Delegates are to submit proposed agenda items and referrals to the World Service Board 60 days prior to each General Conference.

B) Agenda is to be distributed to all Delegates at least 30 days prior to the General Conference.

C) Each agenda is to contain the following items:

- * **Moment of Silence**
- * **Serenity Prayer**
- * **Readings:**
 - **Purpose Statement**
 - **12 Concepts**
 - **12 Traditions**
- * **Roll Call – Establish Quorum**
- * **General Approval of Conference Minutes**
- * **General WSO Board Summation**
 - WSOB reports
 - Committee reports
- * **Old Business**
- * **Committee Breakout**
- * **Reconvene**
- * **Report of Standing Committee Plan of Action for the year**
- * **New Business**
- * **Elections (if election year)**
- * **Closing Prayer**

19. The General Conference shall be held at least once a year and the duration of the Conference shall be no less than 1 day.

20. Materials to be distributed to the Fellowship by General Conference Committees shall be approved by the General Conference Floor if presented at General Conference. If not, they shall be approved by the World Service Board prior to distribution

GENERAL CONFERENCE SERVICE COMMITTEE GUIDELINES

The World Service Office is composed of Standing Committees (SC), World Service Board Members, Directors, general membership and staff. While the WSBM hold final responsibility for world service administration, they always have assistance from the Standing Committees and its members. This means careful consideration of the duties and functions of these committees and those who serve – including their qualifications, dedication and commitment to the greater good of the Fellowship.

None of these Service Committees are executive in character. They do not manage or conduct the active affairs for the Fellowship as a whole, but rather work as advisory committees. These committees and their subcommittees make recommendations to the WSB and WSGC.

The Standing Committees are in direct contact with the WSB, keeping them informed of plans and progress. The SC often performs routine tasks. From time to time, Ad Hoc committees and/or task forces may be established to fulfill a specific, limited purpose. Ad Hoc committees and task forces report to the committee which established them. It is through committee work, referral, and recommendations that policies are initiated. As a result, these trusted servants not only support the WSO and its leadership, it shares in the direction of the Fellowship.

Each SC will consist of a least one WSBM and one registered Delegate. Additional committee members may include registered GSRs and members of the Fellowship. The WSBM shall be selected and approved each year at the annual Executive Board meeting.

Each SC will conduct an election to fill leadership positions.

IN GENERAL –

FUNCTION OF THE STANDING COMMITTEE: To communicate and work as a single committee on referrals, recommendations, or policy with set plans throughout the year. The committee will always review referrals and work on them with the Twelve Traditions, Twelve Concepts for Service and Co-Anon Family Groups Statement of Purpose in mind. The SC submits the plans and suggestions to the WSBM and WSGC for approval on any item prior to taking action.

Suggested Qualifications And Duties For The Leadership Positions:

Willingness to serve, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for Service and Roberts Rules of Order. Leadership skills are desirable. They must attend or be active in Co-Anon Family Group meetings and work a program of personal recovery

STANDING COMMITTEE LEADERSHIP POSITION DUTIES:

CHAIR

- * Schedules, attends and leads all general committee meetings.
- * Organizes and executes agendas/plans for actions to be taken throughout the year.
- * Timelines should be established and worked towards. Agenda/plans may include minutes, written notifications, notes, and papers gathered as a result of developing actions.
- * Handles incoming correspondences – distributes them as indicated.
- * Maintains consistent contact with committee members – staying apprised of task assignments and the timelines of accomplishments.
- * Keeps discussions on task and topic.
- * Communicates and makes sure that all necessary paperwork is forwarded to the WSBM on a regular basis. It is suggested that reports be made quarterly, unless more frequent communication is necessary. This would include the SC submissions for budget considerations and expenditure requests.
- * If more meetings are required, set meeting times and distribute information to members at least two weeks prior to meeting – meeting agenda/plan will be dispensed a minimum of seven days prior to meeting.

VICE CHAIR

- * Assists Chair as necessary.
- * Chairs general sessions in the absences of the Chair.
- * Maintains communication and advisory role to Chair in matters related to Twelve Steps, Twelve Traditions, Twelve Concepts for Service, Standing Rules and Roberts Rules of Order.
- * Serves as Vote counter when need arises.
- * Does follow-up on Ad Hoc committees or task forces – keeping the Chair informed of the present status of issues being considered.
- * Works to become familiar with all aspects of the Committee positions and sub- committees, preparing to step in if a vacancy occurs – until such time the position can be filled.

SECRETARY

- * Attends all general committee meetings.
- * Prepares and types minutes.
- * Maintains minutes and attendance records.
- * Prepares roster of all SC members.
- * Sends all paperwork including minutes, agendas and financial reports to the WSGC Chair – all documents are submitted in electronic format.
- * Assists Chair in notifying SC members regarding upcoming meetings and timelines.

Conference Standing Committee

The purpose of the WSC Conference Committee is to organize the World Service Conference.

This includes:

- Hotel site selection and negotiation.
- Preparation of the agenda.
- Preparation and review of the minutes from each Conference for distribution.
- Compiling the Delegate packets.
- Developing policies and procedures for the conference. The WSOB and its Board of Directors are responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and taping contracts, which will be coordinated with the Conference Committee.

A subcommittee of the Conference Committee also serves as a Credentials Committee. This committee reviews all petitions to the WSC for Area recognition, as well as the Delegate Credential forms.

A subcommittee of the Conference Committee also serves as a Conference Coordination subcommittee. This subcommittee assists in all aspects of Conference planning. The Conference Coordinator shall chair this subcommittee. The Administrative Coordinator shall serve on this subcommittee. The Conference Coordinator is responsible to the Conference Committee and the Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. The Conference Coordinator shall not be a voting member of the Conference. The term of service begins with the end of the Conference during which he/she is selected and ends at the completion of the second successive Conference.

Literature Standing Committee

General Description: to establish new pieces of literature, copy writing them and establish library/archives.

It is the function of this group to facilitate the expression of our program principles through the writing of material for distribution and to represent the Fellowship as a whole. To keep literature updated to accurately represent the current membership

This committee reviews, edits, and submits literature for WSB approval through the literature process. It is in this way Co-Anon can expand the inventory of materials developed by the Fellowship. This Committee is responsible for generating submissions for new literature that aids in the understanding of the application of the Principles of the Co-Anon program with spiritual integrity. It also assists in clarifying the impact that the disease has on families of the addict and the nature of addiction as a family disease.

Statement of Purpose: To see that every aspect of Co-Anon Family Groups program of recovery is presented and available in written form for our members, friends, and the world at large. Our Conference Approved Literature is a principal means for facilitating Co-Anon Family Groups growth, unity, and service.

The literature committee submits all literature recommendations and proposals to the WSB and WSGC for approval. An additional function of the Literature Committee is to communicate and work as a committee on referrals and the general plan throughout the year.

Public Relations/ Outreach Standing Committee

General Description: This committee was established to commit to the growth of Co-Anon. In all public relations, its sole objective is to reach out to the family and friends of addicts. This includes efforts to reach professionals who work with those seeking a solution to the problems that come from living with a practicing or recovering addict. It is through this effort Co-Anon Family Groups provide hope, along with a personal recovery program for the family and friends of addicts.

While always being mindful of personal anonymity, we believe we can reach out to the families and friends of those addicted to cocaine and all other mind-altering substances. We can do this by carrying the message of hope to those interested in the disease of addiction; giving or sharing our

experience freely. We believe that our efforts in this area should always express gratitude and the seriousness of the impact that the disease of addiction has on family and friends.

Statement of Purpose: To inform the family and friends of those addicted to cocaine and all other mind-altering substances and the professionals that work with them that Co-Anon Family Groups are here and have a solution which includes hope and personal recovery.

Through this committee; they develop, initiate, and plan much of the means of communication to the public.

This committee develops guidelines and tools for groups/ districts/ areas and WSO to inform family and friends of addicts, as well as the public, about Co-Anon Family Groups This information includes what Co-Anon Family Groups represents and how it can be helpful to friends and families of addicts. Through this effort, we attract new members to our Fellowship, without compromising our Traditions.

All tools and guidelines are presented to the WSB for approval. An additional function of the Information Committee is to communicate and work as a committee on referrals and the general plan throughout the year.

Finance Standing Committee

General Description: To develop and implement policies and procedures in all matters concerning the finances of Co-Anon Family Groups, including ways and means to generate funds necessary for the continued growth of the Fellowship in accordance with our Twelve Traditions.

Statement of Purpose: To see that our WSO operations remain financially sound, always aligning the usage of money with the spiritual principles of our program.

This committee conservatively estimates each year's income and works on plans for increasing revenues. It submits proposed annual budgets to the WSO and WSGC.

The Finance Committee recommends that the WSO set aside sums in our Prudent Reserve Fund (Warranty One) and guard with great care against fearful hoarding that could result in a shortage of services that carry the message of hope and personal recovery and against uncontrolled spending that could result in the collapse of these vital services.

Internet/ Technology Standing Committee

General Description: To develop and implement policies and procedures in all matters concerning the areas of emerging technology for Co-Anon Family Groups, including policy, privacy and security necessary for the continued growth of the Fellowship in accordance with our Twelve Traditions in electronic medium. Responsible for assistance and guidance to the Co-Anon fellowship, Districts, and Areas in matters relating to websites linked to <http://www.co-anon.org>. Maintains and assist operations of Co-Anon World Internet-related matters.

Statement of Purpose: The purpose of the committee is to serve as a resource to the fellowship in areas of emerging technologies.

This committee facilitates and assists groups and Districts in approving their local web sites to be linked from coanon.org. This includes working on adapting available technologies to better carry the message of Co-Anon Family Groups, while always keeping in mind the issues of Twelve Traditions, Co-Anon Family Groups policies, privacy, and security. The WSO Web servant is an integral part of this committee. All work in this committee must obtain final approval from WSB.

Final Draft

CONVENTION POLICIES

Audio And Video Policy

We believe that the concept of personal anonymity has a spiritual significance for us; it discourages the drive for personal recognition, power, prestige, or profit that has caused difficulty in some societies. Much of our effectiveness in working with family and friends might be impaired if we seek public recognition.

VIDEO:

Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, TV, films. We need to guard with special care the anonymity of all Cocaine Anonymous members. ~ 11th Tradition

In the spirit of maintaining personal anonymity it is not recommended that videos or photos of members participating in the fellowship be posted on the internet or social media without the member's consent.

AUDIO:

Speaker meetings may be audio taped by members, but as a matter of courtesy, permission should be obtained. Use the following suggestions:

- Ask the speaker for permission to record them.
- Make everyone in attendance aware of the taping so that anonymity is preserved.
- Give all participants the opportunity to decline.

Childcare Policy

Childcare is arranged by individuals outside of the meetings and is provided by donation via individuals. If you wish to donate outside of the 7th Tradition for childcare, please put your donation in the basket by the door. The children's safety and the consequences of their actions are their parents' responsibility while in the childcare. World Service Board and Co-Anon Family Groups assumes no legal responsibility for the childcare arranged by its members.

Convention Statement Of Anonymity

Statement to be read at conventions and events:

Anonymity is one of the most important issues in the structure of Co-Anon Family Groups. Therefore, in observance of the 11th tradition of Co-Anon Family Groups, our public relations policy is based on attraction rather than promotion. We need always maintain personal anonymity at the level of press, radio, television, films and internet/social media. We strongly request that those gathered here honor this condition of anonymity. We request that no record of this meeting/convention either by photography (moving or still) or by videotape be made. If you should recognize someone here who identifies himself or herself as a Co-Anon Family Group Member, please keep this knowledge strictly to yourself.

Financial Guidelines

To carry the message of hope and personal recovery of Co-Anon Family Groups it takes funds to maintain essential services. From the beginning, the World Service Board adopted the 70/30 plan as a suggested guideline for making 7th Tradition contributions to Co-Anon Family Groups. Each Group or Area should keep enough money in its treasury to provide 2- 3 months of operating expenses. This amount is called a “prudent reserve”.

From the moment a member’s money is received (whether it is by passing the basket at a general meeting or a direct contribution to the World Service Office) it is expected that the trusted servants handle these contributions in a responsible manner. It is expected that we do everything possible to see that the money is used wisely, safeguarded, and a prudent reserve is kept. It is suggested that an individual group forward any funds over and above the prudent reserve to the World Service Office. Using the suggested 70/30 plan as a guide, each Group and Area provides regular contributions on a monthly, bi-monthly or quarterly basis.

The following guidelines are intended to service and aid all members of Co-Anon Family Groups, especially those who are in the position of handling money. It is our experience that when these guidelines are followed, they will help avoid mismanagement of funds and lessen the chance of financial misfortune. It has been shown that these guidelines also aid in achieving financial security.

These Financial Guidelines were crafted to help those charged with handling money and successfully managing finances at all levels of service.

It is our spiritual mission to carry the message of hope and personal recovery to family members and friends of someone addicted to cocaine and all other mind-altering substances. It is not our primary purpose to raise funds, yet we do raise funds to support our efforts. It is by our action of raising funds that we are able to be self-supporting in the spirit of our 7th Tradition.

We should consider well our Traditions and Concepts when planning activities, taking care that we act in accordance with their guidance. Through this work, the amount of funds generated from our efforts spiritually connect family and friends of those addicted to cocaine and all other mind-altering substances throughout the world.

Dual-Handling Or Dual-Control Policy:

General Guidelines:

- * Verify beginning balance; provide receipts for transactions. If a receipt is missing fill out Lost Receipt form found on Co-Anon .org.
- * Insure Lost Receipt Form includes control features (description/purpose of expense) and is filled out completely.
- * Personal checks should be stamped/endorsed upon receipt.
- * Use sales log for all sales (see CoAnon.org for form) to track sales and track inventory.
- * Have dual verification of deposits.
- * Secure cash and checks. Keep cash box closed and locked between transactions.

Cash Handling Procedures Utilizing Dual-Custody/Control:

- a. The convention cash pick-up schedule shall be determined on-site by the Convention Chair, Convention Treasurer, WS Board Treasurer and WS Board Chair.
- b. The committee will use a receipt book containing triplicate receipts whenever money (cash, or checks) is picked up by two members and transported to the treasury room to be double counted under dual control.
- c. The members who can pick up and transport cash (as defined above) will include the following:
 - * Convention Chair
 - * Convention Treasurer
 - * WS Board Treasurer
 - * WS Board Chair

- d. Once cash count is verified, a deposit and receipt are prepared for that pick up. Both verifiers shall sign the receipt.
- e. After the deposit drop, original receipt will go back to the original pick up location.
- f. Second copy will be attached to the deposit ticket
- g. Third copy stays in the receipt book
- h. One member from the Convention committee and one member from the WS Board will transport the prepared deposit to the hotel's safety deposit box.
- i. The committee members who have signatory authority for hotel safety deposit box are:
 - * Convention Chairperson
 - * Convention Treasurer
 - * WS Board Chair
 - * WS Board Treasurer
- j. The Treasurer will have control over hotel's safety deposit box key.
- k. All deposits shall be secured in the hotel's safety deposit box.
- l. It is recommended that the deposit bags be transported to the treasury room at least twice a day.

General Deposit Procedures:

- * Have 2 people count money.
- * Have WS Board member or Convention Chair verify.
- * Fill out deposit form. Signed by preparer, verifier and depositor.
- * Attach sales log to deposit form.
- * Place sealed envelope that contains money and deposit form in a locked bank bag or a secure location.
- * Fill out deposit log.
- * Only Treasurer and/or account signers can make a deposit.

PLEASE NOTE:

- * Funds raised on behalf of the convention should never be mixed with, or added to, any personal funds, including money change box.
- * No Loans shall be contracted on behalf of the convention.
- * No Obligations or Indebtedness shall be issued in the name of the convention without the affirmation vote of the majority (permission) of the WS Board and Convention committee.

CO-ANON FAMILY GROUPS WORLD SERVICE GENERAL CONFERENCE CHARTER

1. Purpose: The World Service Conference of Co-Anon Family Groups is the guardian of the world services and of the Twelve Steps and Twelve Traditions of Co-Anon Family Groups. The Conference shall be a service body only, never a government for Co-Anon Family Groups.
2. Composition of World Service Conference: The World Service Conference shall be composed of Delegates (or equivalent), the World Service Board, and committees and other members of the Fellowship who wish to attend.
3. Conference Relation to CFG: The Conference will act for CFG in the continual growth and guidance of its world services. It will also be the vehicle by which the CFG movement can express its views upon all matters of vital CFG policies and all deviations from CFG Tradition. Delegates (or equivalent) should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the Group level, whether for information, discussion, or their own direct instruction.
4. No change in Article 10 of this Charter or in the Twelve Traditions of CFG, or in the Twelve Steps of CFG may be made with less than the written consent of three-quarters of the Co-Anon Family Groups.
5. Conference Relation to the World Service Board members and its Corporate Services: It will be understood, as a matter of tradition, that a two-thirds vote of a Conference quorum shall be considered binding upon the World Service Office Board and its related corporate services. A quorum shall consist of two-thirds of all the voting Conference members registered and present.

No such vote ought to impair the legal right of the World Service Board and the service corporation to conduct routine business and make ordinary contracts relating thereto. It will be further understood, regardless of the legal prerogatives of the World Service Board, as a matter of tradition, that a three-quarters vote of all the voting Conference members registered and present may bring about a reorganization of the World Service Board and staff members of its corporate services, if such reorganization is deemed essential. The term "reorganization" shall mean the removal of one or more Board Members and/or directors.

Under such a proceeding, the WSGC may:

- * Request resignation of a WSOB member.

- * Remove member(s) of WSOB member.
 - * Nominate new Board Member(s).
 - * Make other necessary arrangements, regardless of the legal prerogatives of the World Service Board.
6. Delegate Elections: As delegate elections are held by Area or Service Committee Meetings of elected General Service Representatives of all Groups desiring to participate, District Officers, Service Committee Chairpersons, and other members who are involved in CFG service. Elections may be held, as needed, 120 days prior to the next scheduled World Service General Conference.
 7. Term of Office of Delegates: The Delegates are to serve the maximum of four (4) Conferences. It is suggested that the spirit of rotation be followed.
 8. Annual Meeting: The Conference will meet at least once a year, unless otherwise agreed upon by voting Conference members. Special meetings may be called as necessary by voting Conference members. The Conference may also render advisory opinions at any time by mail, internet communication services or conference call in aid of the World Service Board or its related services.
 9. The World Service Board: Composition, Jurisdiction and Responsibilities of the World Service Board Members shall be an incorporated trusteeship, composed of members whose successors are elected by an Election Committee. These choices are subject to the approval of the Conference. The World Service Board is the chief service arm of the Conference and is essentially custodial in its character.

Except for decisions upon matters of policy, finance, or CFG Tradition, which might seriously affect CFG as a whole, the World Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the CFG service corporations and may name suitable committees and elect Directors to its subsidiary corporate service entities in pursuance of this purpose.

Neither the World Service Board, nor any of its related services, ought ever to take any action which might greatly affect CFG as a whole without first consulting the Conference.

10. The World Service Conference General Procedures: The Conference will hear the financial and policy reports of the World Service Board and its related corporate services. The Conference will advise the Board Members and staff members about all matters presented as affecting CFG as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions by a two-thirds majority of voting members present for the advice or direction of the World Service Board and its related services.

The World Service Conference Charter, the Bylaws of Co-Anon Family Group World Services, Inc., and the World Service Conference Standing Rules, or any amendments thereto, should always be subject to the approval of the World Service Conference by a two-thirds vote of all its voting Conference members registered and present.

The Conference may also discuss and recommend appropriate action regarding deviations from CFG Tradition or misuse of the name “Co-Anon Family Groups.”

The Conference may draft any needed Bylaws and will name its own officers and committees by a method of its own choosing.

The Conference, at the close of each yearly session, will draft a report of its proceedings, to be supplied to all Group Service Representatives and committee members. A condensation of this report will be sent to Co-Anon Family Groups throughout the world.

11. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the CFG Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action shall ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Co-Anon Family Groups, it shall never perform any acts of government; and that, like the Fellowship of Co-Anon Family Groups which it serves, the Conference itself will always remain democratic in thought and action.

BY-LAWS OF CO-ANON FAMILY GROUPS

The Co-Anon Family Groups have but one purpose, to help the family and friends of the cocaine addict. We do this by practicing the Twelve Steps of Cocaine Anonymous, by encouraging and understanding cocaine addicts, and by welcoming and giving comfort to the family and friends of cocaine addicts. It is through this fellowship that we lessen our emotional despair by sharing our experience, strength, and hope with others.

It is the purpose of the Co-Anon Family Group World Service Board to maintain these services to the family and friends of cocaine addicts.

The Bylaws of the Co-Anon Family Groups define in broad terms the responsibility of the World Service Board to act on behalf of the Co-Anon Family Groups as a whole. It is through these Bylaws that the service authority and responsibility is defined. It shall include the relationship between the World Service Board and the Membership. The Bylaws ensure structure at the various levels of the organization.

The World Service Board must always serve as guardian of the Twelve Steps, Twelve Traditions, and Twelve Concepts of the Co-Anon Family Groups.

To serve this purpose, the World Service Board must maintain accountability and responsibility of the following:

- Manage the affairs and operations of The Co-Anon Family Groups.
- Establish and maintain policies of The Co-Anon Family Groups.
- Control finances and/or property.
- Authorize expenditures.
- Take measures that are prudent and effective in carrying out the purpose of the Fellowship.

The Twelve Steps of Cocaine Anonymous constitute the recovery program upon which the Fellowship of Co-Anon Family Groups are founded. The Twelve Steps are as follows:

1. We admitted we were powerless over cocaine and all other mind-altering substances – that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*.

4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such persons wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for the knowledge of His will and the power to carry that out.
12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to others, and practice these principles in all our affairs

The Twelve Steps are reprinted and adapted with permission of Cocaine Anonymous and Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps do not mean that CA or AA is affiliated with this program. AA is a program of recovery from alcoholism. The use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply affiliation.

THE TWELVE STEPS OF COCAINE ANONYMOUS: 1. We admitted we were powerless over cocaine and all other mind - altering substances- that our lives had become unmanageable. 2. Came to believe that a power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked him to remove our shortcomings. 8. Made a list of all persons we had harmed and became willing to make amends to them all. 9. Made direct amends to such persons wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong, promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for the knowledge of his will and the power to carry that out. 12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to addicts, and practice these principles in all our affairs.

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS: 1. We admitted we were powerless over alcohol- that our lives had become unmanageable. 2. Came to believe that a power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked him to remove our shortcomings. 8. Made a list of all persons we had harmed and became willing to make amends to them all. 9. Made direct amends to such persons wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong, promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for the knowledge of his will and the power to carry that out. 12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to alcoholics, and practice these principles in all our affairs.

The World Service Board has no proprietary right in this recovery program, since these Twelve Steps, as all spiritual truths may be regarded as available to all mankind. However, because these Twelve Steps have proven to constitute an effective spiritual basis for life which, if followed, can lessen our emotional despair by sharing our experience, strength, and hope with others.

Accordingly, the World Service Board shall not itself permit *others* to modify, alter or amplify the foundation of The Program. The World Service Board, reflecting the group conscience of the Co-Anon Family Groups, may from time to time amend policy relating to the Spiritual Foundation of The Steps and The Traditions.

The Co-Anon Family Group World Service Board in its deliberations and decisions shall be guided by the Twelve Traditions of Cocaine Anonymous, hereinafter referred to as “The Traditions” which are as follows:

1. Our common welfare should come first; personal recovery depends on Co-Anon unity.
2. For our group purpose there is but one ultimate authority – a loving God, as He may express Himself in our group conscience. Our leaders are but trusted servants –they do not govern.
3. The only requirement for membership is that there is a problem with cocaine and all other mind-altering substances in a relative or friend. The relatives and friends of such, when gathered together for mutual help, may call themselves a Co-Anon Family Group, provided that, as a group, they have no other affiliation.
4. Each group should be autonomous, except in matters affecting another group, Co-Anon Family Groups or Cocaine Anonymous as a whole.
5. Each Co-Anon Family Group has but one purpose: to help the family and friends of addicts. We do this by practicing the Twelve Steps of Cocaine Anonymous ourselves, by understanding addiction, and by carrying the message of hope and personal recovery to the family and friends of someone addicted to cocaine and all other mind-altering substances.
6. Our Co-Anon Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose. Although a separate entity, we should always cooperate with Cocaine Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.

8. Co-Anon Family Groups should remain forever non-professional, but our service centers may employ special workers.
9. Co-Anon Family Groups, as such, ought never be organized. However, we may create service boards or committees directly responsible to those they serve.
10. The Co-Anon Family Groups have no opinions on outside issues: hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion. We need always to maintain personal anonymity at the level of press, radio, TV and films. We need to guard with special care the anonymity of all Cocaine Anonymous members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

The Co-Anon Family Groups World Service Board shall use its best efforts to insure that these Twelve Traditions are maintained, for it is regarded by the fellowship of Co-Anon Family Groups as the custodian of these Traditions and accordingly, it shall not identify itself nor, so far as it is within its power to do so, permit others to modify, alter, or amplify these Traditions.

WSGC PARLIAMENTARY PROCEDURE GUIDELINES

Utilizing Roberts Rules of Order

The purpose of parliamentary procedure is to accomplish business in a reasonable amount of time while ensuring that the majority and minority both are given reasonable opportunity to express their views, hence arriving at an informed group conscience.

This procedure has proven most effective in other Twelve Step Fellowships. Please familiarize yourself with these, as using them will help the meeting run more smoothly and in an orderly manner.

We not only use Parliamentary Procedure Guidelines and the Standing Rules – we also abide by the Principles of the Program, especially those of love, tolerance, kindness, and patience. To ensure a smooth-running conference, even in time of heated debate, please be reminded that there are spiritual principles involved with the General Conference. Our spiritual principles come from a Higher Power. It is our hope that, by trying to follow and live by those principles, this Higher Power may speak through each of you and we may arrive at a fully-informed group conscience as reflected in our Second Tradition.

At the end of each General Conference, the decisions made that year should be carried back to the Groups with the same support and enthusiasm with which they were received on the Conference floor. We hope that each of you will find it possible to utilize what was decided at the Conference immediately.

This brief summary of parliamentary procedure draws largely from Roberts Rules of Order and was prepared for use at the World Service General Conference. This may also be of use to Districts, local Groups and Areas. It does not replace or take precedence over Bylaws, Standing Rules, or the Principles upon which the Traditions, the Steps and the Twelve Concepts for Service are based.

The potential exists for one or more people to use parliamentary procedure to control and /or otherwise manipulate a Group. Scrupulous attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

NOW TO THE PROCESS:

RECOGNITION

A member desiring to speak or make a motion shall raise his or her hand until recognized by the Chair. There are a few exceptions allowing a person to interrupt the speaker:

- * The Motion to Reconsider
- * Appeal from Decision
- * Point of Order and/or
- * Parliamentary Inquiry

These exceptions will be discussed below.

MAIN MOTIONS

A Main Motion is any motion that brings business before the Meeting and

1. must be seconded,
2. are debatable
3. require a majority vote for adoption. The person making the motion has the right to speak first on the motion.

Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

When a motion is made, another person with a vote must “second” the motion. Only then is the motion “on the floor” and ready for debate.

FRIENDLY AMENDMENT

Although not supported in Robert's Rules of Order, the offering and acceptance of “friendly” amendments is a regular practice in our fellowship. Speakers are permitted to suggest changes to the wording, grammar, punctuation or make minor changes to the content of Main Motions. If accepted by the maker of the Main Motion, the changes are added to the Main Motion.

The person who “seconded” the motion does not have a say in acceptance of friendly amendments. Note also that the maker of the main motion does not have to accept friendly amendments.

However, if there are objections to the friendly amendment by others at the meeting, a Motion to Amend may be made.

AMEND

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be **seconded**, are **debatable** and require a **majority** vote for their adoption. Amendments to amendments are permitted but an amendment to an **amendment may not be amended**.

LAY ON THE TABLE

A motion tabled may not be taken from the table the same day. “Tabling” therefore has the effect of postponing action on the motion in question. The Motion to Table requires a **second** but is **not debatable**. It requires a **majority** vote to Table.

REFER TO COMMITTEE

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be **seconded, is debatable** and requires a **majority** to adopt. A motion “referred to committee” may be renewed on the floor after review by the committee.

CLOSE (OR LIMIT) DEBATE

Otherwise known as “Calling the Question,” the motion to Close Debate and vote immediately on the Main Question requires a **second, IS NOT DEBATABLE AND REQUIRES A 2/3rds MAJORITY TO PASS.**

Note: if there is no more debate, no motion to close debate is needed before the vote occurs.

There are times when you can put forth a Motion to Limit Debate to a set time period, or three for and three against. This applies only to the Main Motion being considered and requires a 2/3rds majority.

WITHDRAW THE CURRENT MOTION

A member making a motion after it has been seconded, may decide to withdraw the motion. The Chair will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a **majority** of those voting for adoption.

RECONSIDER

A Motion to Reconsider a previous vote or **motion may only be made and seconded by members who voted with the prevailing side.** The Motion to Reconsider must be made the same day as the motion being considered. It is debatable, if the motion to which it applies was debatable. Adoption of a Motion to Reconsider requires a **simple majority** vote. No motion may be reconsidered twice.

RESCIND (PASSED MOTION)

The Motion to Rescind, like the Motion to Reconsider, nullifies the motion to which it applies. However, the Motion to Rescind must be used if the motion to which it applies was passed during a previous day or if the maker of the motion did not vote with the prevailing side. It requires a second, is debatable and is adopted by a **2/3rds vote**, unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a **simple majority** is required to adopt.

SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the bylaws but may be used to suspend the effect of standing rules or previous motions only when passed by a **2/3^{rds} majority**. “Simple” suspensions, which are used to consider a

motion out of its order in the agenda, require a **simple majority**. **Neither motion is debatable**; both **require a second** and are in effect only until the reason for suspension is resolved.

EXAMPLE: I move we suspend the rules to elect a new Literature Committee Chairperson before taking action on the Literature Committee's recommendations. (Requires **simple majority**)

OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, "Madame /Mr. Chairperson, I object to the consideration of this motion." This motion requires **no second** and is **not debatable**. The Chairperson must immediately call for a vote. If more than **1/3rd votes** for the consideration of the motion, the objection is overruled.

APPEAL FROM DECISION

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a **second** and a **majority vote** reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

Note that this is partially derived from our Fifth Concept.

REQUESTS AND INQUIRES

Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying "Madame/Mr. Chairperson, I have a parliamentary inquiry". The question must be related to the business at hand and asks for the opinion of the chair. **It is not a ruling of the chair and cannot be appealed**. If a motion is made **despite the chair's opinion, and the chair then rules the motion out of order**, that ruling may be appealed.

Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!" When the chairperson asks for his/her point, (s)he **states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion**. The Chairperson immediately rules on the validity of the point, subject only to appeals.

Point of Information- A “Point of Information” is a request for information about a motion or the suspected impact of a motion being considered.

MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is **debatable** ONLY when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated.

EXAMPLE: I move we recess until 1 PM for lunch. EXAMPLE: I move we recess for 15 minutes to get coffee.

RULES FOR VOTES ON MOTIONS

QUORUM

A quorum shall be defined to be **2/3rds** of the Conference voters registered and present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference day.

It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may **rise with a Point of Order by saying, “I question the quorum” or “I challenge the quorum.”** Rules and precedence are the same as for Rise to a Point of Order.

NOTE: A quorum is not necessary for discussion, debate, or committee reports.

PASS/FAIL

A **simple majority** is defined to be **50 % plus 1** of votes cast, excluding abstentions. Most motions require only a **simple majority**.

The following motions require a **2/3rds** margin: Motion to Close (or Limit) Debate; Motion to Suspend the Rules (Charter or Bylaws); Motion to Object to the Consideration Determination of whether a motion passes or fails shall be as follows: If AYES > NAYS, then the Motion passes.

If A YES < NAYS then Motion fails.

If AYES = NAYS then Chairperson casts deciding vote.

NOTE: ABSTENTIONS DO NOT COUNT IN THE TOTAL VOTE.

Final Draft